

**ISD #13 DISTRICT SAFETY COMMITTEE MEETING**  
**Monday, February 22, 2016**  
**3:15 P.M.**  
**DISTRICT CENTER**  
**AGENDA**

**ROUTINE BUSINESS**

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- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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- 1. Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
- 2. Report on Health & Safety Action Items (Tom Foley/Debbie Green)**

**Health & Safety Action Items Planned for January-March**

- Renew and post hazardous waste licenses (T. Foley)
- Perform 6-month asbestos inspections and repairs (AES, Inc.)
- Conduct annual hearing tests (MedCompass, 1-25-16)
- Conduct annual respirator fit testing (MedCompass, 1-25-16)
- Schedule Spring safety meetings with departments - Art, Science, Tech Ed (AES, Inc.)
- Complete “mock OSHA audits” (T. Foley, D. Green)
- Post OSHA 300A Summary in each building (2/1-4/30) (HR)
- Submit Tier 2 Reports to ERC/Fire Dept. online (E-Plan) for fuel oil tanks (T. Foley)
- Distribute safety shoe vouchers to designated maintenance staff (T. Foley)
- Complete the indoor air quality classroom checks (AES, Inc.)

**DISCUSSION ITEMS AND NEW BUSINESS:**

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**Upcoming Meetings:**

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- April 18, 2016

**ISD #13 DISTRICT SAFETY  
COMMITTEE MEETING  
Monday, December 21, 2015  
3:15 P.M.  
DISTRICT CENTER**

**MINUTES**

**ROUTINE BUSINESS**

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- **Introduce new Committee Member/s**
- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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- 3. Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
- 4. Report on Health & Safety Action Items (Tom Foley/Debbie Green)**

**Health & Safety Action Items in Process or Completed**

- *Schedule hoist inspections (2) by hoist inspection vendor. (T. Foley)*
- *Schedule 3-year underground storage tank (UST) cathodic protection testing (MN Petroleum).*
- *Schedule aerial lift training refresher for custodians. (T. Foley)*
- *Conduct 6-month AED checks. Update staff CPR training. (J. Larson)*
- *Check Status of District Safety Data Sheet Book Updates (Grounds/Bus Garage, Custodians, Pool, Tech Ed, Art, Science) (T. Foley, D. Green)*
- *Update Lockout-Tagout procedures and schedule annual Lockout-Tagout Confined Space Entry Refresher Training for Lead Custodians (T. Foley, D. Green)*
- *Schedule "mock OSHA" building audits (T. Foley, D. Green)*
- *Conduct Indoor Air Quality Classroom Checks (Jan.-Feb.) (AES)*
- *Verify that key preventive maintenance items are routinely checked (flushing high lead faucets, checking fire extinguishers, flushing eyewash/shower units, checking emergency lights) (T. Foley)*

**DISCUSSION ITEMS AND NEW BUSINESS:**

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**Upcoming Meetings:**

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- *February 22, 2016*
- *April 18, 2016*