

ISD #13 DISTRICT SAFETY COMMITTEE MEETING

Monday, October 17, 2016

3:15 P.M.

DISTRICT CENTER

AGENDA

ROUTINE BUSINESS

- **Welcome New Committee Members**
- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**
- **Discuss Draft Committee Goals for 2016-17 and Vote on Approval**

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

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 July – September

- Complete annual update of SafeSchools database (HR)
- Arrange annual extinguisher maintenance (T. Foley)
- Arrange annual preventive maintenance on ventilation equipment. Test alarms/sprinkler systems (T. Foley)
- Perform 6-mo. asbestos inspections and repair (3-year due 7/2018) (AES, Inc.)
- Schedule annual exhaust ventilation system checks in Science, Tech Ed, and Art Rooms (T. Foley, AES, Inc.)
- Arrange annual playground safety inspections and repairs (T. Foley, AES, Inc.)
- Conduct annual Lockout-Tagout training for Lead Custodians, 9/21/16 (T. Foley, D. Green)
- Revise SafeSchools training tip sheet and send out SafeSchools reminders (HR)
- Send out Bloodborne Pathogens information to supervisors (HR)
- Check supply of BBP exposure packets in Dist. Nurse's Office (D. Green)
- Provide ann. asbestos/IAQ/IPM notification to staff, parents (T. Foley)
- Notify new Music/Tech Ed/PE teachers about Hearing Conservation Program & January hearing tests, 1/27/17 (T. Foley/D. Green)

DISCUSSION ITEMS AND NEW BUSINESS:

- T. Foley to discuss problems associated with donations of cleaning products, etc.
- D. Green to summarize information sent to MS & HS Art Teachers regarding dry clay dust hazards.

Upcoming Meetings:

December 19, 2016

February 27, 2017

April 27, 2017

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, April 18, 2016
3:15 P.M.
DISTRICT CENTER
MINUTES**

ROUTINE BUSINESS

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

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

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 April - June

- Arrange 6-month hoist inspections with hoist inspection vendor, 4/11/16. (T. Foley)
- Present aerial lift training refresher for Custodians, 6/9/16. (T. Foley)
- Present annual Lockout-Tagout & Confined Space Entry refresher training for lead custodians, 9/21/16. (T. Foley, D. Green)
- Deliver sharps containers to Unity Hospital for disposal, following sharps delivery and recordkeeping procedures, 5/20/16. (J. Larson)
- Conduct annual walk throughs/safety meetings with Tech Ed. (4/18), Science (4/28), and Art Teachers (5/23). (T. Foley, D. Green)
- Remind Science, Tech Ed, Art teachers of hazardous waste disposal options and schedule pickup if needed. (Waste picked up 8/12/16.) (T. Foley, D. Green)
- Issue annual heat stress reminder (T. Foley, D. Green)
- Compile year end "SafeSchools" list and move "new" employees. Set/Reset courses. (HR)
- Schedule Custodians' annual online Training and Bloodborne Pathogens Program Review (6/9/16) (T. Foley, D. Green)
- Order needed teacher/student PPE, June/Sept. (T. Foley, D. Green)
- Distribute safety shoe vouchers to designated employees exposed to foot hazards. (T. Foley)

DISCUSSION ITEMS AND NEW BUSINESS:

T. Foley summarized a typical mock OSHA walk through example (Valley View Elementary).

Upcoming Meetings:

- To be determined (Fall, 2016)