

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, October 15, 2018
3:15 P.M.
DISTRICT CENTER
AGENDA

ROUTINE BUSINESS

- **Welcome**
- **Review Previous Minutes (Summary)**
- **Review Agenda & Additions**

ANNOUNCEMENTS & DISCUSSION ITEMS

- 1. Review of draft Committee Goals & Objectives for Upcoming Year (Brian Thoennes & Debbie Green)**
- 2. Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
- 3. Reports on Health & Safety Action Items (Brian Thoennes & Debbie Green)**

Report on Summer Projects

- Continued asbestos abatement projects (B. Thoennes to report on status)
- Completed annual maintenance on fire extinguishers and testing of alarms/sprinkler systems
- Arranged hazardous waste pick up by UofM for Science & Tech Ed
- Completed AHERA mandated district-wide 3-year asbestos re-inspections and repairs of damaged materials
- HR set up district employees' SafeSchools training for the year and sent out reminders
- Custodians completed SafeSchools training
- Completed safety inspections on all district playgrounds
- Provided annual hearing tests on 8-30-18 for Grounds/Bus Mechanic and PE, Tech Ed, Band/Music Teachers. Hearing protection ordered as needed.
- Posted annual notification for staff and parents regarding: Asbestos Management Program, Indoor Air Quality Program, Pest Control Inspections and Monitoring, and 5-Yr. Testing Program for Lead in School Drinking Water

Action Items Scheduled for Sept. - November

- B. Thoennes to schedule items due, including:
 - Playground repairs
 - 3-Year underground storage tank Cathodic Protection (CP) test for CA & NP
 - 3-Year Bobcat training
 - Scissors lift refresher for Custodial Staff
- Mock OSHA walkthroughs: Tech Ed and Bus Garage (D. Green & B. Thoennes)
- Order needed PPE for Custodial Staff and Tech Ed, Science & Art Teachers (B. Thoennes)
- Update Safety Data Sheet binders for Custodial Staff, Pool and Tech Ed Teachers (D. Green & B. Thoennes)
- Plan district-wide radon testing, due Winter 2018 (D. Green & B. Thoennes)
- Update website Health & Safety information (D. Green & Sherry Beyer)
- Conduct annual classroom exhaust ventilation checks: Tech Ed, Science, Art (D. Green & ATC)
- Schedule departmental safety meetings (Tech Ed, Science, Art)

NEW BUSINESS:

UPCOMING MEETINGS:

- 12/17/18
- 2/25/19
- 4/15/19

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, May 14, 2018
3:15 P.M.
DISTRICT CENTER**

MINUTES

ROUTINE BUSINESS

- *Welcome New Committee Members*
- *Review Previous Minutes (Summary)*
- *Review Agenda & Agenda Additions*

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

- *Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)*
- *Report on Health & Safety Action Items (Brian Thoennes/Debbie Green)*

Report on Status of Action Items Scheduled for April - May

- *Larson Engineering to complete 5-year bleacher checks (B. Thoennes)*
- *SMI to complete annual Genie lift inspection & hoist and jack inspections for Bus Garage & Tech Ed (B. Thoennes)*
- *Meet with CHHS & CA Art Teachers (B. Thoennes & D. Green)*
- *Continue annual Lockout-Tagout walkthroughs for Lead Custodians and order needed supplies (B. Thoennes & D. Green)*
- *Conduct "mock" MNOSHA audits - including physical audits, checks of SDS binders & checks for required MNOSHA postings (B. Thoennes & D. Green)*
- *Deliver Health Office sharps containers to Unity (District Nurse)*
- *Review/update written health and safety programs (D. Green)*
- *UofM to evaluate and pick up hazardous waste – as needed (B. Thoennes & D. Green)*

DISCUSSION ITEMS AND NEW BUSINESS:

- *Following up on Fire Marshal's Inspections (B. Thoennes)*

UPCOMING MEETINGS:

To be determined (Fall 2018)

GOALS DISTRICT SAFETY COMMITTEE

Committee Description: The District has chosen to develop a joint management-labor *Safety Committee*. The *Manager of Buildings and Grounds* maintains records of committee activities, including meeting minutes and **documentation of follow-up activities**. The *District Safety Committee* is scheduled to meet **four times** during the school year to address safety issues.

The **goals** of the committee and corresponding activities include:

1. **Goal:** To represent District employees on safety matters. To help communicate program details and encourage employee involvement in the District safety programs.
Activities:
 - **Communicate committee activities to District employees**
 - **Bring questions and concerns from co-workers to committee**
 - **Encourage District employees to report safety problems and complaints**

2. **Goal:** To reduce work-related accidents and illnesses among District employees, by identifying and analyzing hazards, and recommending control strategies.
Activities:
 - **Discuss strategies for maintaining required records, such as SDS sheets and inventories.**
 - **Discuss trends in accidents/illnesses and analyze OSHA Log Summary information**
 - **Identify District-wide strategies for prevention and control**
 - **Evaluate successes of prevention and control strategies**

3. **Goal:** To monitor District compliance with applicable safety regulations, and encourage enforcement of safe work practices and rules.
Activities:
 - **Discuss results of mock OSHA audits, MN OSHA inspections and compliance activities**
 - **Recommend District-wide activities to achieve or maintain compliance**

Facilities Information

Tobacco Free

Columbia Heights Public Schools property is designated tobacco-free. Tobacco use is prohibited at all events and activities using school property, including buildings, grounds and all vehicles on school property. The District encourages a healthy lifestyle for all students, staff and parents.

Asbestos Management

According to the Asbestos Hazard Emergency Response Act of 1986, Columbia Heights Public Schools has inspected all school buildings for asbestos-containing materials.

District policy requires a semi-annual survey at each school to monitor the condition of the previously identified asbestos-containing materials. Readily-accessible materials in unsatisfactory condition and/or about to be impacted by school renovation are removed by Minnesota Department of Health-licensed asbestos abatement contractors.

District policies for compliance with asbestos-related regulations are printed in a management plan for each school. Building-specific plans are available for review at the District Office.

For more information, call 763.528.4525.

Indoor Air Quality

Columbia Heights Public Schools has updated the Indoor Air Quality Plan.

For more information, call 763.528.4525.

Pest Control Materials

Columbia Heights Public Schools uses a licensed, professional pest control service for the prevention and control of rodents, insects and other pests in and around District buildings. The program consists of:

- Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- Use of non-chemical measures such as traps, caulking and screening, and application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest-control materials or the class of materials that they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available at each school. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

For more information, call 763.528.4525.

2014 Capital Project Levy

In 2014, voters passed two levies, including a 10-year, \$10 million Capital Project Levy. These funds (\$1 million per year) are being invested in facilities and technology. *To learn more about how the District is investing these tax dollars, visit colheights.k12.mn.us/CapitalProjectsLevy.*

Supplemental Information for Back to School Guide – Posted on website

• **Asbestos Management**

According to the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Columbia Heights Public Schools has inspected all school buildings for asbestos-containing materials.

Asbestos management plans were developed for each school building based on inspection results. As part of the asbestos management plans, six-month asbestos surveillance and three-year re-inspections are conducted at each school, to monitor the condition of asbestos-containing materials. Readily-accessible materials in unsatisfactory condition and/or about to be impacted by school renovation are removed by Minnesota Department of Health-licensed asbestos abatement contractors. District policies for compliance with asbestos-related regulations are printed in a management plan for each school. Building-specific plans are available for review at the District Office. For more information, call 763.528.4525.

Indoor Air Quality

Columbia Heights Public Schools has developed and implemented an Indoor Air Quality Management Program to monitor and improve air quality in all district buildings. The district program is based on school guidelines from the Minnesota Department of Education and the U.S. Environmental Protection Agency. The district's Manager of Buildings and Grounds works with school administrators and custodians to implement preventive maintenance strategies and communicate with parents and building occupants about indoor air quality issues. For more information, call 763.528.4525.

Testing Lead in School Drinking Water

Under MN Statutes, 121A.335 Lead in School Drinking Water, school districts and charter schools are required to test for the presence of lead in water. Columbia Heights Public Schools has adopted the model plan developed by the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) for testing lead in drinking water. The plan includes a testing schedule for all buildings serving prekindergarten students and students in kindergarten through grade 12. Each drinking water tap or water source used in food preparation is to be tested at minimum once every five years. Test results are to be available to the public for review, and parents are to be notified of the availability of the information.

The Manager of Buildings & Grounds oversees implementation and maintenance of the Lead in Drinking Water Program and model plan. For questions, report results and up-to-date information regarding sampling efforts, call 763.528.4525