

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, December 17, 2018
3:15 P.M.
DISTRICT CENTER
AGENDA

ROUTINE BUSINESS

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

ANNOUNCEMENTS & DISCUSSION ITEMS

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

Action Items Scheduled for December - February

- B. Thoennes & D. Green to schedule items due, including:
 - Conduct annual Lockout-Tagout Refresher & Mock OSHA Walkthroughs with Lead Custodians (1/21/19)
 - Bus Mechanic/Grounds 3-year Bobcat/Forklift Training (1/25/18)
- B. Thoennes to review winter roof hazards with Custodians
- B. Thoennes & ATC to review and update Safety Data Sheet binders for Custodial Staff, Pool and Tech Ed Teachers
- B. Thoennes to verify that daily/weekly/monthly safety preventive maintenance work orders are in SchoolDude and routinely completed (testing and checks of plumbed eyewashes, emergency lights, fire extinguishers, air compressors, etc.).
- B. Thoennes to renew Anoka County VSQG license and post.
- B. Thoennes to submit 312 Report to ERC/Fire Dept. online (E-plan).
- B. Thoennes to distribute safety shoe vouchers.
- HR to assess SafeSchools training status and issue reminders.
- HR to Post OSHA 300A Summary (2/1-4/30) and submit required Summary to OSHA Injury Tracking system by March 2.
- District Nurse to conduct 6-month AED checks.
- ATC to conduct district-wide initial radon testing in December (due Winter 2018). (See memo to district teachers and staff, attached.) ATC to conduct follow-up testing for high radon rooms with Continuous Radon Monitor from MN Dept. of Health in January. Initial results reports available by mid-January.
- ATC to conduct 6-mo. asbestos inspections and arrange repairs (if any).
- ATC to conduct district-wide IAQ classroom checks. (Tentatively scheduled for 1/7/19 – 1/9/19. Sample checklist is attached.)
- ATC to conduct 5-year lead in water tests (due Feb. 2019)

NEW BUSINESS:

Discuss United Heartland resources available to the District for safety/injury prevention, including:

- Strategy meetings with Nutrition Department and Special Education
- Summer training planned for Custodians: Body mechanics and safety awareness
- Workstation Ergonomic Evaluations available; Video Display Terminal Tips (handout)
- WorkSafe forms and posters (winter weather tips, slip/trip/fall awareness and prevention, infectious disease prevention)

UPCOMING MEETINGS:

2/25/19 & 4/15/19

ISD #13 DISTRICT SAFETY COMMITTEE MEETING

Monday, October 18, 2018
3:15 P.M.

DISTRICT CENTER

MINUTES

ROUTINE BUSINESS

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

ANNOUNCEMENTS & STATUS OF ACTION ITEMS

- ***Review of draft Committee Goals & Objectives for Upcoming Year (Brian Thoennes & Debbie Green)***
- ***Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)***
- ***Report 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 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 (in progress)*
 - *3-Year underground storage tank Cathodic Protection (CP) test for CA & NP (January 2019 by MN Petroleum)*
 - *3-Year Bobcat training (January 2019 by Tri-State Bobcat)*
 - *Scissors lift refresher for Custodial Staff (scheduled for Summer 2019 by B. Thoennes)*
- *Mock OSHA walkthroughs: Tech Ed and Bus Garage (10-10-18 by D. Green)*
- *Order needed PPE for Custodial Staff and Tech Ed, Science & Art Teachers (Ongoing, by 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 (completed 10-18-18 by ATC)*
- *Schedule departmental safety meetings (Tech Ed completed 10-10-18)*

NEW BUSINESS:

- ***PPE Requests:***
 - *Michele DeWitt - Kevlar sleeves to prevent broken skin from student bites (purchased)*
 - *Don Kitzmann – Chemical resistant disposable nitrile gloves for science classes (purchased)*
- ***UPCOMING MEETINGS: 12/17/18, 2/25/19, 4/15/19***

Memo to district teachers and staff:

The Columbia Heights School District has contracted with ATC Group Services LLC to conduct short-term air sampling for radon in our buildings. Beginning November 26, ATC will be placing samplers in district buildings before school on Monday, and retrieving them before school on Thursday or Friday of the same week. Testing will be completed before Winter Break.

While radon testing is not required in Minnesota schools, it is highly recommended. The MN Department of Health (MDH) recommends all initial radon measurements conducted in schools should be made with short-term radon measurement devices. According to the MDH “Guidelines for Radon Testing in Minnesota Schools”, initial radon tests are to be made in all frequently-occupied ground contact rooms and immediately above unoccupied spaces that are in contact with the ground, such as crawl spaces and tunnels. If short-term testing is chosen, initial testing must be conducted when school is in session from Monday to Thursday or Friday, during the coldest months (November through March). Testing should be done when the ventilation system is operating normally, and windows and doors are closed (except for normal entry and exit). Testing devices must be approved and certified.

AirChek activated charcoal short term radon samplers (Pro Chek AC-8201) will be used for the initial radon tests (see photo below). As recommended, testing is being conducted during the coldest months, when the ventilation system is operating normally, and windows and doors are closed. Each test device will be placed in a somewhat hidden location, where possible. If you notice a test kit in your room, please do not move it or tamper with it. Exterior windows and doors should be kept closed during testing.

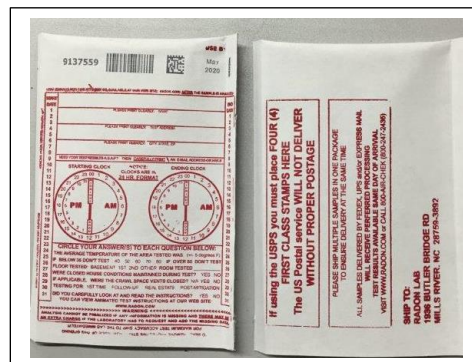
In the event that test results indicate elevated radon levels, the district will take steps to correct the problem using methods suggested by the United States Environmental Protection Agency (EPA) and the Minnesota Department of Health (MDH).

Radon is a colorless, odorless radioactive gas that comes from the natural decay of uranium, which is found in nearly all soils. Radon moves up through the soil, and into a building through the walls, floor or anywhere there is an opening between the building and soil. When inhaled, it gives off radioactive particles that can damage the cells that line the lung. Long-term exposure to radon can lead to lung cancer. The federal Environmental Protection Agency (EPA) and Minnesota Department of Health (MDH) recommend that all schools test for radon, and that schools take action to reduce the level of radon when levels are 4.0 picocuries of radon per liter of air (4 pCi/L) or higher. Retesting is recommended at least every five years.

While school occupants may be exposed to elevated levels of radon in schools, current data suggests radon exposure in homes is a greater health risk. Radon is often elevated in homes. The Minnesota Department of Health (MDH) estimates that 1 in 3 Minnesota homes have elevated radon. MDH recommends that all homes in Minnesota be tested for radon. Information about radon can be found at the Minnesota Department of Health website: www.health.state.mn.us/radon

If you have questions or concerns regarding this school district radon testing project, please feel free to contact me.

Thank you, in advance, for your cooperation.



CHECKLIST FOR EVALUATION OF CLASSROOMS

Date: _____ Person Evaluating: _____ School: _____ Room: _____

Q-Trak Readings: Time:		CO ₂ (ppm)	Temp. (°F.)	# Occupants:
ITEM	DESCRIPTION		Problems Noted	
1. *	Room typically comfortable? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note to surveyor measuring room temperatures with Q-Trak: In report tables, only report temperatures outside of the range of 68-72F.</i>		<input type="checkbox"/> Too hot <input type="checkbox"/> Too cold / drafty <input type="checkbox"/> Temperature fluctuates (day-to-day / hour-to-hour) <i>Specify temperature range: cold-comfortable-hot</i> <input type="checkbox"/> Room feels stuffy / stale <input type="checkbox"/> Space heater / fan in use <input type="checkbox"/> Window open <input type="checkbox"/> Humidity problems	
2. *	Problems with odors? <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Vehicle exhaust odor <input type="checkbox"/> Kitchen / food smells <input type="checkbox"/> Mold / mildew / musty odors <input type="checkbox"/> Bathroom smells <input type="checkbox"/> Sewer gas smell	
3.	Ventilation functioning? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Exhaust ventilation not operating <input type="checkbox"/> Exhaust airflow is obstructed <input type="checkbox"/> Supply ventilation not operating <input type="checkbox"/> Supply airflow is obstructed	
4.	Signs of water leaks? <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Moisture / stains around or under sink - (stains dry / wet) <input type="checkbox"/> Moisture / stains in class restroom - (stains dry / wet) <input type="checkbox"/> Moisture / stains on ceiling tiles or walls - (stains dry / wet) <input type="checkbox"/> Efflorescence on concrete / plaster	
5.	Signs of condensation? <input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> Condensate on window sills / casing <input type="checkbox"/> Condensate on cold water pipes <input type="checkbox"/> Condensate on indoor surfaces of exterior walls	
6.	Local exhaust fans and fume hoods functioning? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Fans do not function <input type="checkbox"/> Odors in adjacent areas <input type="checkbox"/> Fan is not operated due to noise <input type="checkbox"/> Fume hood is cracked, broken or pulling away from ceiling/wall	
7.	Art/Science/Industrial Ed: Proper storage of chemical supplies? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Spill supplies not available <input type="checkbox"/> Chemical supplies stored in unventilated area	

This checklist is based on the school checklists in EPA IAQ Tools for Schools, and has been modified according to school district specifications.

* Indicates questions asked to teachers/staff in room