

ISD #13 DISTRICT SAFETY COMMITTEE MEETING

Monday, September 23, 2019

3:15 P.M.

DISTRICT CENTER

AGENDA

1. **Welcome/Introductions - A. Winn & D. Green**
2. **Review and Discuss the 2019 – 20 (Draft) Committee Goals - A. Winn**
3. **Review 2019-20 Health & Safety Notifications to School Community - D. Green**
4. **Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses - E. Bruchu**
5. **Guest Report from United Heartland - Julie Thatcher**
6. **Recent and Upcoming Health and Safety Activities**

D. Green:

- U of M conducted hazardous waste assessment and pick up from buildings
- District Maintenance, Custodial and Grounds staff completed SafeSchools training
- ATC completed safety inspections of all district playgrounds
- ATC completed AHERA 6-month district-wide inspections of asbestos-containing building materials
- MedCompass conducted annual hearing tests for Tech Ed, Music & PE Teachers. District replenished hearing protection supplies for teachers and staff in the Hearing Conservation Program.
- **Upcoming -**
 - ATC to conduct lead-in-water testing for new fixtures at Highland, North Park, VV, CHHS and the Family Center
 - ATC to conduct exhaust ventilation checks in Science, Tech Ed & Art Classrooms
 - ATC to conduct mock OSHA walkthroughs in Tech Ed and Bus/Grounds Garages

A. Winn:

- Conducted rooftop assessments of fall hazards and arranged installation of ladders & guardrails
- Vendor tested underground storage tank at North Park
- Vendor completed annual hoist, jack and lift inspections
- Arranged with vendor to maintain electronic Safety Data Sheets (in progress)
- Arranged asbestos sampling and abatement projects at CHHS and NP
- In process:
 - Safety Committee “mock” OSHA walkthrough at CHHS with reps. from ATC and Metro ECSU
 - Daily safety messages in a scrolling news bar across the bottom of building TV screens

7. **Building Concerns; Building Success Stories - A. Winn; Members of Committee**
8. **Upcoming Meetings:**

[Date TBD] Safety Committee “mock” OSHA walkthrough at CHHS

December 12, 2019

March 9, 2020

May 4, 2020

ISD #13 DISTRICT SAFETY COMMITTEE MEETING

Monday, April 15, 2019

3:15 P.M.

DISTRICT CENTER

SUMMARY

ROUTINE BUSINESS

- **Welcome/Introductions** (A. Winn)
- **Review Previous Meeting Summary** (D. Green)
- **Review Agenda & Additions** (A. Winn)

ANNOUNCEMENTS & DISCUSSION ITEMS

1. **Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
2. **Guest Report from Diana Stegall, United Heartland: Injury/Illness Trends; Recommendations for Newsletter Safety Messages**
3. **Reports on Health & Safety Action Items (A. Winn & D. Green)**

Action Items Scheduled for May - July

Mgr. Bldg. Operations:

- Follow-up with Custodians on corrections needed from mock OSHA walkthroughs.
- Distribute final reports on radon testing to each building.
- Submit radon results and health & safety policy updates to School Board.
- Follow-up on results of 5-year lead in water tests (replace fixtures, remove from service, or implement twice daily flushing program).
- Assess rooftop fall hazards and oversee arrangements for new guardrails/railing systems.
- Schedule 3-yr. underground storage tank cathodic protection tests (NP).
- Schedule annual SMI/United hoist, jack, and genie lift inspections.
- Arrange testing of alarms/sprinkler systems and annual extinguisher mntc.
- Arrange annual ventilation preventive maintenance.
- Schedule annual Custodians' SafeSchools training and order needed PPE.

With D. Green/ATC:

- Conduct annual Lockout-Tagout Refresher for lead Custodians.
- Review and update Safety Data Sheet binders
- Review/update written programs.
- Issue heat stress reminder to Custodians/Grounds employees.
- Arrange waste pick up of old old/obsolete chemical products (Tech Ed & Custodial) by UofM Chemical Safety Day Program

ATC:

- Perform 6-mo asbestos inspections and oversee repairs.
- Conduct playground safety inspections.

District Nurse:

- Deliver sharps containers to Unity Hospital for proper disposal.

Human Resources:

- Set/Reset SafeSchools courses for 2019-20 and updated SafeSchools database.

NEW BUSINESS:

- Brief Summary of Radon Testing Program and 5-Year Radon Test Results – D. Green/A. Winn
- Brief Summary of Lead-in-Water Testing Program and 5-Year Lead-in-Water Test Results - D. Green/A. Winn
- Discuss best meeting time & day for quarterly meetings; discuss strategies to encourage participation – A. Winn

BUILDING CONCERNS OR SUCCESS STORIES:

- A. Winn to ask committee members to report on building concerns
- Committee members to report building success stories

UPCOMING MEETINGS:

- TBD – Fall 2019

GOALS DISTRICT SAFETY COMMITTEE

Committee Description: The District has chosen to develop a joint management-labor *Safety Committee*. The *Manager of Operations* 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**

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.

2018 Capital Building Bond Referendum

In November 2018, voters passed three bond referendum questions. The requests were for a bond not to exceed \$17,013,311 for safety, security and modernization of educational spaces at North Park Elementary School and Columbia Heights High School.

For more information, visit colheights.k12.mn.us/2018Bond.

• **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.

If a test reveals a lead level of 20 parts per billion (ppb) or higher, the district immediately removes the fixture from service until the hazard has been remediated." 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