

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, December 18, 2017
3:15 P.M.
DISTRICT CENTER
AGENDA

ROUTINE BUSINESS

- **Welcome New Committee Members**
- **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)**

Report on Status of Action Items Scheduled for October - January

- Annual Genie inspection by vendor (T. Foley)
- Distribute classroom safety checklists and schedule safety meetings with CHHS & CA Science Teachers, CHHS Tech Ed Teachers, and CHHS & CA Art Teachers (T. Foley, D. Green)
- Complete annual exhaust ventilation system checks (ATC: 1/2018)
- Assess SafeSchools training status (HR)
- Verify PM items are routinely checked as required (weekly/monthly): plumbed eyewash/showers, extinguishers, emergency lights (T. Foley)
- Perform 6-mo. asbestos inspections and repair (ATC: 1/2018)
- Conduct 6-month AED checks (T. Foley, District Nurse)
- Schedule annual Lockout-Tagout training for Lead Custodians (T. Foley, D. Green)
- Renew Very Small Quantity Generator (VSQG) license and post (T. Foley)
- Conduct “mock” MNOSHA audits (including physical audits, checks of SDS binders & checks for required MNOSHA postings) (T. Foley, D. Green)

DISCUSSION ITEMS AND NEW BUSINESS:

UPCOMING MEETINGS:

February 26, 2018
April 16, 2018

**ISD #13 DISTRICT SAFETY
COMMITTEE MEETING
Monday, October 16, 2017
3:15 P.M.
DISTRICT CENTER**

MINUTES

ROUTINE BUSINESS

- **Welcome New Committee Members**
- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**
- **Discuss Draft Committee Goals for 2017-18 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)**

Report on Status of Action Items Scheduled for July – September

- *Complete annual update of SafeSchools database (HR)*
- *Send out SafeSchools training reminders (HR)*
- *Send out Bloodborne Pathogens information to supervisors (HR)*
- *Arrange annual extinguisher maintenance (T. Foley)*
- *Arrange annual preventive maintenance on ventilation equipment. (T. Foley)*
- *Test alarms/sprinkler systems (T. Foley)*
- *Perform 6-mo. asbestos inspections and repair (ATC: scheduled for 7/2017)*
- *Arrange 5-year bleacher checks (T. Foley)*
- *Arrange annual playground safety inspections and repairs (T. Foley, ATC:8/2017)*
- *Oversee SafeSchools training for Custodians (T. Foley, D. Green: 8/10/2017)*
- *Provide ann. asbestos/IAQ/IPM notification to staff, parents (T. Foley oversees updates for online posting in Back to School Guide)*
- *Provide initial/annual hearing tests and training for Music/Tech Ed/PE teachers and Grounds employees in Hearing Conservation Program, 8/31/17 (T. Foley/D. Green)*
- *Order needed personal protective equipment (PPE) for new employees (T. Foley/D. Green)*
- *Check supply of BBP exposure packets in Dist. Nurse's Office (T. Foley, D. Green)*
- *Schedule annual Lockout-Tagout training for Lead Custodians, (T. Foley, D. Green)*
- *Schedule annual exhaust ventilation system checks in Science, Tech Ed, and Art classrooms (ATC: scheduled for 11/2017)*

DISCUSSION ITEMS AND NEW BUSINESS:

Upcoming Meetings:

December 18, 2017

February 26, 2018

April 16, 2018