

**ISD #13 DISTRICT SAFETY COMMITTEE MEETING**

**Monday, February 26, 2018**

**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 (Brian Thoennes/Debbie Green)**

**Report on Status of Action Items Scheduled for February-April**

- Arrange 5-year bleacher checks by vendor (B. Thoennes to check records and schedule if needed)
- Arrange annual Genie inspection by vendor (B. Thoennes to schedule with United Rentals)
- Arrange hoist and jack inspections for Bus Garage & Tech Ed (B. Thoennes to schedule with SMI)
- Distribute classroom safety checklists and schedule safety meeting with CHHS & CA Art Teachers (to be scheduled by D. Green)
- Schedule annual Lockout-Tagout training for Lead Custodians (to be scheduled by B. Thoennes and D. Green)
- Conduct “mock” MNOSHA audits - including physical audits, checks of SDS binders & checks for required MNOSHA postings (to be scheduled by B. Thoennes and D. Green)
- Post OSHA 300A Summary (2/1-4/30/18) (HR completed by 2/1/2018)
- Submit 312 Report to ERC/Fire Dept. online (E-plan) (B. Thoennes submitted report online 2-15-18)
- Distribute safety shoe vouchers (B. Thoennes to arrange with Chet’s Shoes)
- Remind Science/Tech Ed/Art/Custodians about hazardous waste disposal options (B. Thoennes and D. Green to coordinate waste disposal with teachers/custodians through UofM Chemical Safety Day program.)

**DISCUSSION ITEMS AND NEW BUSINESS:**

- Report on Fire Marshal’s Inspection (B. Thoennes to summarize and discuss)

**UPCOMING MEETINGS:**

April 16, 2018

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

**MINUTES**

**ROUTINE BUSINESS**

- **Welcome New Committee Members**
- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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- 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 (to be completed in February)*
- *Distribute classroom safety checklists and schedule safety meetings with CHHS & CA Science Teachers (completed 12/2017 & 1/2018), CHHS Tech Ed Teachers (completed 12/2017), and CHHS & CA Art Teachers (to be completed)*
- *Complete annual exhaust ventilation system checks (completed by ATC: 1/2018)*
- *Assess SafeSchools training status (in process by HR)*
- *Verify PM items are routinely checked as required (weekly/monthly): plumbed eyewash/showers, extinguishers, emergency lights (in process by Mgr. of Bldgs. & Grounds)*
- *Perform 6-mo. asbestos inspections and repair (completed by ATC: 1/2018)*
- *Conduct 6-month AED checks (completed by Nurse's Aides and reported to Mgr. of Bldgs. & Grounds)*
- *Schedule annual Lockout-Tagout training for Lead Custodians (to be scheduled by new Mgr. of Bldgs. & Grounds with D. Green)*
- *Renew Very Small Quantity Generator (VSQG) licenses with Anoka County and post (to be completed by new Mgr. of Bldgs. & Grounds)*
- *Conduct "mock" MNOSHA audits (including physical audits, checks of SDS binders & checks for required MNOSHA postings) (to be completed by new Mgr. of Bldgs. & Grounds with D. Green)*

**Upcoming Meetings:**

*February 26, 2018*

*April 16, 2018*