

**ISD #13 DISTRICT SAFETY COMMITTEE MEETING**  
**Monday, April 18, 2016**  
**3:15 P.M.**  
**DISTRICT CENTER**  
**AGENDA**

**ROUTINE BUSINESS**

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- **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)**

**Health & Safety Action Items Planned for April - June**

- Schedule 6-month hoist inspections with hoist inspection vendor, Spring 2016. (T. Foley)
- Schedule aerial lift training refresher for Custodians with United Rental. (T. Foley)
- Schedule annual Lockout-Tagout & Confined Space Entry refresher training for lead custodians. (T. Foley, D. Green)
- Deliver sharps containers to Unity Hospital for disposal, following sharps delivery and recordkeeping procedures. (J. Larson)
- Conduct annual safety meetings with Tech Ed., Science, and Art Teachers. (T. Foley, D. Green)
- Remind Science, Tech Ed, Art teachers of hazardous waste disposal options and schedule pickup if needed. (D. Green)
- Issue annual heat stress reminder (T. Foley, D. Green)
- Compile year end "SafeSchools" list and move "new" employees. Set/Reset courses. (HR)
- Schedule Custodians' annual online Training and Bloodborne Pathogens Program Review (T. Foley, D. Green)
- Order needed teacher/student PPE, June/Sept. (T. Foley, D. Green)

**DISCUSSION ITEMS AND NEW BUSINESS:**

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**Upcoming Meetings:**

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- To be determined (Fall, 2016)

**ISD #13 DISTRICT SAFETY  
COMMITTEE MEETING  
Monday, February 22, 2016  
3:15 P.M.  
DISTRICT CENTER – FC 102**

**MINUTES**

**ROUTINE BUSINESS**

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- **Review and Approve Previous Minutes**
- **Review Agenda & Agenda Additions**

**ANNOUNCEMENTS & STATUS OF ACTION ITEMS**

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- 3. Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
- 4. Report on Health & Safety Action Items (Tom Foley/Debbie Green)**

**Health & Safety Action Items Planned for January-March**

- *Renew and post hazardous waste licenses (T. Foley)*
- *Perform 6-month asbestos inspections and repairs (AES, Inc.). Completed reports available on file in every building office.*
- *Conduct annual hearing tests (MedCompass, 1-25-16)*
- *Conduct annual respirator fit testing (MedCompass, 1-25-16)*
- *Schedule Spring safety meetings with departments - Art, Science, Tech Ed (AES, Inc.)*
- *Complete “mock OSHA audits” (T. Foley, D. Green)*
- *Post OSHA 300A Summary in each building (2/1-4/30) (HR)*
- *Submit Tier 2 Reports to ERC/Fire Dept. online (E-Plan) for fuel oil tanks (T. Foley)*
- *Distribute safety shoe vouchers to designated maintenance staff (T. Foley)*
- *Complete the indoor air quality classroom checks (AES, Inc.)*
- *Tom Foley to schedule 6-month hoist inspections with hoist inspection vendor, Spring 2016.*
- *Tom Foley to schedule aerial lift training refresher for Custodians (United Rental)*
- *Schedule annual Lockout-Tagout & Confined Space Entry refresher training for lead custodians (T. Foley, D. Green)*
- *Schedule sharps delivery to Unity Hospital for disposal, following sharps delivery and recordkeeping procedures. (Joanne Larson)*

**DISCUSSION ITEMS AND NEW BUSINESS:**

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- *Tom Foley announced plans to eliminate (62%) alcohol-based sanitizer containers (not currently filling them) because of problems with abuse. The Fire Marshal is discouraging use because of the fire hazard.*
- *Craig Larson to notify Green Lights that more barrels are needed for proper storage of fluorescent lamps.*
- *Joanne Larson requested instructions on how to properly dispose of unused prescription medications (that have not been taken home with the student). D. Green to follow-up.*

**Upcoming Meetings:**

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- *April 18, 2016*