

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, April 15, 2019
3:15 P.M.
DISTRICT CENTER
AGENDA

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

- Mgr. Bldg. Operations & D. Green to conduct annual Lockout-Tagout Refresher for lead Custodians.
- Mgr. Bldg. Operations & D. Green to review and update Safety Data Sheet binders for Custodial Staff, Pool and Tech Ed Teachers.

- D. Green & Mgr. Bldg. Operations to review/update written programs.
- D. Green & Mgr. Bldg. Operations to issue heat stress reminder to Custodians/Grounds employees.
- D. Green to arrange waste pick up of old old/obsolete chemical products (Tech Ed & Custodial) by UofM Chemical Safety Day Program (scheduled for 4-10-19).

- District Nurse to deliver sharps containers to Unity Hospital for proper disposal.

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

- ATC to perform 6-mo asbestos inspections and oversee repairs.
- ATC to conduct playground safety inspections.

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

ISD #13 DISTRICT SAFETY COMMITTEE MEETING
Monday, February 25, 2019
3:15 P.M.
DISTRICT CENTER

MEETING SUMMARY

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 (D. Green)*

Action Items Scheduled for February - April

- *ATC to arrange waste evaluation of old/obsolete materials (Tech Ed & Custodial) for pick up by UofM Chemical Safety Day Program (scheduled for 4-9-19)*
- *ATC to report to Mgr. Bldg. Operations on results of follow-up testing for 19 high radon rooms*
- *ATC to conduct 5-year lead in water tests (due Feb. 2019)*
- *Mgr. Bldg. Operations & D. Green to conduct annual Lockout-Tagout Refresher for lead Custodians (to be scheduled)*
- *Mgr. Bldg. Operations & D. Green to follow-up on corrections needed from mock OSHA walkthroughs*
- *Mgr. Bldg. Operations to review winter roof hazards with Custodians*
- *Mgr. Bldg. Operations & ATC to review and update Safety Data Sheet binders for Custodial Staff, Pool and Tech Ed Teachers (in process)*
- *Mgr. Bldg. Operations to arrange 3-yr. underground storage tank cathodic protection tests at CA & NP (to be scheduled after ground thaws)*
- *Mgr. Bldg. Operations to prepare for upcoming Anoka County Hazardous Waste Inspection (completed Mar. 28, 2019)*

NEW BUSINESS:

- *E. Bruchu (HR) reported that the new Manager of Building Operations will begin on March 18, 2019.*

UPCOMING MEETINGS:

4/15/19