

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

**ROUTINE BUSINESS**

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- **Welcome/Introductions**
- **Review Previous Meeting Summary**
- **Review Agenda & Additions**

**ANNOUNCEMENTS & DISCUSSION ITEMS**

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- 1. Report on Injuries/Illnesses; Review Accidents, Incidents & Near Misses (HR)**
- 2. Reports on Health & Safety Action Items (Debbie Green & Mgr. of Building Operations)**

**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
- 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
- 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
- Mgr. Bldg. Operations to arrange 3-yr. underground storage tank cathodic protection tests at CA & NP (after ground thaws)
- Mgr. Bldg. Operations to prepare for upcoming Anoka County Hazardous Waste Inspection (Mar. 2019)

**NEW BUSINESS:**

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**UPCOMING MEETINGS:**

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4/15/19

**ISD #13 DISTRICT SAFETY COMMITTEE MEETING**  
**Monday, December 17, 2018**  
**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 (Brian Thoennes & Debbie Green)*

**Action Items Scheduled for December - February**

- *B. Thoennes & D. Green to schedule items due, including:*
  - *Conduct mock OSHA Walkthroughs with Lead Custodians (1/21/19)(Note: Postponed annual lockout-tagout refresher.)*
  - *Bus Mechanic/Grounds 3-year Bobcat/Forklift Training (1/25/19)*
- *B. Thoennes to review winter roof hazards with Custodians*
- *B. Thoennes & ATC to review and update Safety Data Sheet binders for Custodial Staff, Pool and Tech Ed Teachers*
- *B. Thoennes to verify that daily/weekly/monthly safety preventive maintenance work orders are in SchoolDude and routinely completed (testing and checks of plumbed eyewashes, emergency lights, fire extinguishers, air compressors, etc.).*
- *B. Thoennes to renew Anoka County VSQG license and post.*
- *B. Thoennes to submit 312 Report to ERC/Fire Dept. online (E-plan).*
- *B. Thoennes to distribute safety shoe vouchers.*
- *HR to assess SafeSchools training status and issue reminders.*
- *HR to Post OSHA 300A Summary (2/1-4/30) and submit required Summary to OSHA Injury Tracking system by March 2.*
- *District Nurse to conduct 6-month AED checks.*
- *ATC to conduct district-wide initial radon testing in December (due Winter 2018). (See memo to district teachers and staff, attached.) ATC to conduct follow-up testing for high radon rooms with Continuous Radon Monitor from MN Dept. of Health in January. Initial results reports available by mid-January.*
- *ATC to conduct 6-mo. asbestos inspections and arrange repairs (if any).*
- *ATC to conduct district-wide IAQ classroom checks. (Tentatively scheduled for 1/7/19 – 1/9/19. Sample checklist is attached.)*
- *ATC to conduct 5-year lead in water tests (due Feb. 2019)*

**NEW BUSINESS:**

*Discussed United Heartland resources available to the District for safety/injury prevention, including:*

- *Strategy meetings with Nutrition Department and Special Education*
- *Summer training planned for Custodians: Body mechanics and safety awareness*
- *Workstation Ergonomic Evaluations available; Video Display Terminal Tips (handout)*
- *WorkSafe forms and posters (winter weather tips, slip/trip/fall awareness and prevention, infectious disease prevention)*

**UPCOMING MEETINGS:**

*2/25/19 & 4/15/19*

**2019 MOCK OSHA AUDIT CHECKLIST**

**Building:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Principal:** \_\_\_\_\_

**Records Checked:**

**Main Office/Lounge** - MNOSHA poster & OSHA 300A Summary posted (Feb.-Apr.)? \_\_\_\_\_

**Areas Checked:**

**Kitchen**

**Loading Dock/Loading Area**

**Boiler Room**

**Custodians' Shops, Storage Areas**

**Fan/Mechanical Rooms**

**Staff Lounge & Copy Room**

Safety Standards	Comments/Location Noted
<p><b><i>Hazard Communication &amp; Employee RTK:</i></b></p> <ul style="list-style-type: none"> <li>• <i>No unlabeled containers of hazardous substances?</i></li> <li>• <i>Proper chemical storage?</i></li> <li>• <i>Safety Data Sheets updated &amp; organized?</i></li> </ul> <p><b><i>Silica Hazards &amp; Exposure Controls:</i></b></p> <ul style="list-style-type: none"> <li>• <i>Grounds/Custodians – Aware of potential silica hazards and exposure controls? Use wet methods and/or local exhaust for maintenance tasks involving silica-containing materials? (Concrete, brick, block, terrazzo flooring, natural stone/rock and mortar, dried clay, etc.) Note: According to MNOSHA, hole-drilling for less than 15 mins./day is not expected to trigger additional requirements.</i></li> <li>• <i>MS &amp; HS Art Teachers – Aware of silica hazards? Use pre-mixed (wet) clay and glazes? Floors and counters wet-cleaned daily when working with clay?</i></li> <li>• <i>MS &amp; HS Tech Ed Teachers – Aware of silica hazards? Use silica-free abrasive blasting material in abrasive blasting cabinet?</i></li> </ul>	
<p><b><i>Hazardous Chemicals &amp; Storage</i></b></p> <ul style="list-style-type: none"> <li>• <i>Scrubber battery fluids checked using PPE and near eyewash?</i></li> </ul> <p><i>Or:</i></p> <ul style="list-style-type: none"> <li>• <i>Scrubbers have Handy Pump system or sealed batteries? (If not is PPE available and eyewash provided in vicinity?)</i></li> <li>• <i>Universal/hazardous waste stored properly?</i></li> </ul>	
<p><b><i>Eyewash/shower units maintained?</i></b></p> <ul style="list-style-type: none"> <li>• <i>Provides tempered water temperature (60°-100°F)?</i></li> </ul> <p><i>Plumbed eyewash/shower units:</i></p> <ul style="list-style-type: none"> <li>• <i>Flow adjusted?</i></li> <li>• <i>Dust caps in place?</i></li> <li>• <i>Tested weekly?</i></li> </ul> <p><i>Gravity fed units:</i></p> <ul style="list-style-type: none"> <li>• <i>Maintained according to mfr.?</i></li> </ul>	

<p><b>PPE available?</b></p> <ul style="list-style-type: none"> <li>Goggles, gloves, aprons available for corrosives, blood spill cleanup, etc.? Additional PPE needed?</li> </ul>	
<p><b>Equipment Safeguards</b></p> <ul style="list-style-type: none"> <li>Kitchen – garbage disposal guard in place?</li> <li>Mechanical Rooms – guards in place?</li> <li>Shop/s – guards in place?</li> <li>Compressed air guns – equipped with pressure relief (&lt;30 psi if dead ended)?</li> </ul>	
<p><b>Safe Access/Egress</b></p> <ul style="list-style-type: none"> <li>Exit signs illuminated?</li> <li>Exit/Not an Exit signs posted?</li> <li>Aisles free from obstructions?</li> </ul>	
<p><b>Walking/Working Surfaces &amp; Storage Areas</b>  <i>Fall hazards:</i></p> <ul style="list-style-type: none"> <li>Unprotected sides/edges 4' or more above lower level have standard railing &amp; toe board?</li> <li>Walking surfaces capable of supporting intended loads?</li> <li>Rooftop guardrails in place for equipment within 6 feet of roof edge?</li> <li>Boiler room PFAS stored properly and inspected before use?</li> <li>Use Buddy System for tasks w/PFAS?</li> <li>Portable ladders secured when not in use and inspected before use?</li> <li>Safe access (such as portable stairs) provided for high storage levels?</li> </ul> <ul style="list-style-type: none"> <li>Floor drain holes covered?</li> <li>Storage free from tripping hazards, aisles maintained?</li> <li>Tiers are secured, blocked, interlocked &amp; limited in height to prevent sliding and collapse?</li> </ul>	
<p><b>OSHA Standards/    Electrical Safety Codes</b></p> <ul style="list-style-type: none"> <li>3' access in front of electrical panels for voltage up to 277 volts?</li> <li>4' access in front of electrical panels for 480 volts?</li> <li>Light bulbs covered if potential for contact/damage?</li> <li>Ground cords intact on plugs?</li> <li>No exposed electrical wiring, open electrical junction boxes?</li> </ul>	
<p><b>Fire Safety Codes</b></p> <ul style="list-style-type: none"> <li>Fire extinguishers checked monthly?</li> <li>Shelf storage maintained at least 18" from sprinklers?</li> <li>Appliances (pop machines, refrigerators, microwaves) or TVs plugged directly into single outlet?</li> </ul>	