



**Safety Committee Meeting Minutes
October 26, 2015 at 4:00 pm**

Members

Chris Paquette – Maintenance & Operations - Present
Todd Hansen – Maintenance & Operations - Present
Debbie Crampton – Human Resources - Present
Kathy Knutson – Health Services - Present
Brenda Fischer – IEA - Present
Ed Cadwell – Custodial - Absent
Graham Wright – Science - Present
Bev Zelinski – Special Education - Present
Mary Pat Cheney – Special Education Para - Present
Mike Hollis – Food Services - Absent

1. Injuries/Accidents

Recordable and non-Recordable accidents and injuries that occurred from June 1, 2015 to August 31, 2015 were reviewed and discussed.

There were a total of 4 non-recordable incidents. Employees who reported these injuries included custodial and food service employees. Injuries included a chemical burn from floor stripper, a cut with a knife, a sprain, and a laceration. There were no lost work days associated with these incidents.

There were 2 recordable injuries. These injuries were reported by custodial and maintenance employees. Both injuries were sprains caused by lifting. There were no lost work days associated with these incidents.

We also reviewed reports developed by Secura Insurance which showed the top 5 injury types experienced in the last 5 years. Strains have been the number one injury reported. Additional information regarding these injuries will be provided and discussed at our next meeting.

2. OSHA 300 Log – Update & Review

There were changes to the reporting criteria when it involves serious injuries or death. Beginning on October 1, 2015 reporting certain injuries must be done as follows:

- Fatalities must be reported within 8 hours. If there is a question whether the incident is work related or not, err on the side of caution and report.
- Hospitalizations (inpatient admissions) of one or more employees must be reported within 24 hours.
- Amputations and losses of an eye must be reported within 24 hours.

3. District-Wide Radon Testing 2015-2016

The district will be conducting district-wide radon testing over the 2015-2016 school year. A total of 900 detectors will be placed throughout the buildings on November 23 & 24, 2015. They will remain in place for a minimum of 90 days and then picked up and sent to the laboratory for analysis.

4. New Business or Concerns

- a. Brenda stated that the district Science Safety, Fume Hood, Compressed Gas and Eyewash inspections are scheduled for November 2-5, 2015 after school hours. Brenda to notify Building Engineers and Chemical Hygiene Officers (CHO).
- b. Kathy stated that the district has a plan to dispose of prescription drugs that are unable to be returned to their owners. The school resource officer (police officer) along with the school nurse will transport the drugs to the Ramsey County drop-off location for disposal in the police officers vehicle.
- c. Chris asked the committee if it would be possible to move the Safety Committee meeting time to 3:00 pm instead of 4:00 pm. All members were agreeable with this change and therefore it will be changed.

The meeting was adjourned at 4:45 pm.

The remaining meetings for this year are scheduled for December 14, 2015, February 8, 2016 and April 11, 2016.