

RICHFIELD PUBLIC SCHOOLS

Health, Safety and Wellness Committee

Meeting Minutes

04.13.2017

Meeting Called to Order: 7:15 a.m. in the High School Conference Room

Members Present

- Lizzet Contreras (RMS Outreach)
- Jenny Rodriguez (RDL Health Services)
- Pam Haupt (Food Services)
- Phoebe Anderson (District Nurse)
- Marta Weirich (HR Representative)
- Craig Holje (Chief Human Resources Admin Officer)
- Peter Fitzpatrick (Centennial Custodial)
- Dan Kretsinger (Facilities & Transportation)
- Amy Satterfield (IEA Health & Safety)
- Jake Baxter (IEA Health & Safety)

Minutes

REVIEW INJURY REPORTS (STAFF/STUDENT)

- There have been 14 district wide staff incidents reported since the last Safety Committee Meeting on 1/19/2017.
 - 4 Special Education
 - 4 Certified Staff
 - 3 Custodial
 - 2 Food Service
 - 1 Non-Certified Staff

NOTE: It was reported that one injury claim was denied as the allowable time had lapsed between the incident and reporting. Marta provided an informational document on Reporting a Work Injury (attached to these minutes)

- There are 47 student injuries reported at the meeting. These injuries are reported from October-March 2017. If there are questions regarding the student injuries or trends, please contact Phoebe Anderson, District Nurse.

STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) UPDATE

Deb Miller (Bloomington Public Health) was not able to attend but provided information on the June 2017 timeline requirement for submitting and having board approval of the District Wide Wellness Program.

Safe Routes to School

There will be 3 new bike routes implemented by the City of Richfield. This will require relocating of some bus routes, parking and providing community awareness of the new routes at the start of the next school year.

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Facility Study Update

There will be a facility study update on April 24th which includes input from Admin, parent and program representatives. The next meeting will be to prioritize the design goals to include impact on the building infrastructure, safety and security as focuses. Community impact areas, recreational facility updates and discussions on multipurpose, small group and collaborative areas for an open learning environment are also top priority discussions.

There will be a clearer directive on the plan and process by early summer.

HEALTH & SAFETY UPDATE

There is a district safety suggestion form located on the district website (<http://www.richfieldschools.org/page/2476>) and as of the April meeting, no suggestions have been submitted.

This form can be used by staff to provide suggestions and information regarding safety in the buildings.

- The goal of this form is an avenue for district staff to provide feedback and information on safety questions and concerns in the district.
- The committee discussed creating and putting up safety promotional posters with the safety suggestion form and location in common staff use areas.
- It will be promoted in the News and Notes resource to staff.

FACILITIES UPDATE

The change to the High School pest management team continues to provide improvements that are noticeable in the facility. The successful pest management procedures at the High School will be implemented in the other buildings as well.

Less propping of exterior doors has been observed in the district. This is a continued concern for safety and security as well as rodent issues.

New light posts have been installed in front of the High School. There is wiring work to be completed on the electrical side and then the lights will be active!

Repairs to safety eyewash stations in the High School science area have been completed which allows for safety improvements in the chemical use areas.

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NEW BUSINESS

A districtwide IAQ survey, based upon the EPA Tools for Schools program was issued to the staff in the district. The summary of findings primarily included concerns with rodents, temperature variations/comfort issues. District maintenance will be reviewing the survey findings and investigating concern areas.

A survey of the existing committee members was conducted last month and the findings identified that a majority of the members would like to remain on the committee, the date and time will work for the meeting schedule. There was discussion on the change in school start times but the consensus by those present was that it will not impact attendance at the meetings.

There was a discussion on if a Wellness Committee should be created separate from the Health and Safety committee. The committee determined that keeping the meetings combined is a benefit to the members and the wellness and health and safety initiatives for the district. The following was determined:

- Adding 2 meetings to the school calendar to accommodate a focus on both important topics. Meetings in September, November, January, March and May were proposed as the meeting structure.
- Creating agendas focused on wellness or health and safety at the meetings will allow for more time to cover specific topics throughout the year.

There was a discussion of committee goals for 2017-2018 school year:

- How to better communicate the requirement for reporting injuries. There was discussion of weekly bulletin announcements, including in the summary report email for committee meetings, annual employee training presentations, and HR issuing reminders.
- Review a summary of total injuries for 2017 school year at the first meeting and identified trends such as play with purpose, trips/falls, etc that the committee can make a goal to work towards prevention.