

# RICHFIELD PUBLIC SCHOOLS

## Health, Safety and Wellness Committee

### Meeting Minutes

1.17.2019

Meeting Called to Order: 7:15 a.m. in the District Office Board Room  
Today's meeting was an Introduction/Overview .

#### Members Present

- Phoebe Anderson (Exposure Control Officer, District Nurse)
- Craig Holje (Chief Human Resources Admin Officer)
- Jenny Rodriguez (RDLS Health Services)
- Peter Fitzpatrick (Centennial Custodial)
- Dan Kretsinger (Facilities & Transportation)
- Daniel Holcomb (IEA Health & Safety)
- Pam Haupt (Food Services)
- Courtney LaDuke (Food Services)
- Carole McNaughton-Commers (Community Education Director)
- Bridge Mckye (Health District Office)
- Brenda Nielsen (HR Director)
- Cathy Theisen (Chemical Hygiene Officer, RHS)
- Marta Weirich (DO HR/Business)
- Shannon Rossean (Hanover Insurance)
- Lamija Alisic (Hanover Insurance)

## Minutes

#### **INTRODUCTIONS FOR HANOVER SOLUTION REPRESENTATIVES**

#### **REVIEW INJURY REPORTS (STAFF/STUDENT)**

The staff incident report was reviewed for 2018. 2018 had 55 total reported incidents, up from the 41 total in 2017. 18 of the 55 reported incidents was from a slip, trip or fall. Centennial Elementary and the Bus Garage were the two locations with the most incidents. There has not been a reported incident for 2019.

Phoebe Anderson provided a health services report. In November and December, there were 41 reported student incidents. Out of the 41 incidents, 26 were unintentional and 15 were intentional. 20 students missed time from class/school and 10 students went to see a medical provider.

#### **WORKERS COMPENSATION PROGRAM UPDATE**

Luke Sammon, (SFM) was not present at the meeting. The penguin sign outside the main entrance is broken.

#### **HANOVER RISK SOLUTIONS (SHANNON ROSSEAN AND LAMIJA ALISIC, HANOVER INSURANCE)**

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Hanover Insurance is taking over from Travelers Insurance. Shannon will be the primary contact and Lamija will help out when Shannon is unavailable. Hanover Insurance has a lot of information and training documents on website to help educate. Examples of safety

#### WELLNESS UPDATE

The focus is on tobacco cessation. Deb Miller (Bloomington Public Health) is reviewing the schools tobacco policy. Once complete, Deb will go over the recommended changes to the policy. Peer education will be rolled out in the high school and staff training will be coming soon on E-cigs. The Student Wellness Council has created a relaxation/quiet space during finals. This is offered during lunch hours and is located in the media center. During the next Health, Safety & Wellness meeting, there should be a student rep to assist with wellness updates.

Calm resource is a free meditation resource app for individuals or classrooms. Calm resources initiative is to create a healthier and happy life.

The student wellness council will help engage student voice at the Wellness Expo on April 13<sup>th</sup>.

#### HEALTH & SAFETY UPDATE

Lead in Water Sampling – 409 samples were conducted and compared to the districts action level of 15 ppb. 35 samples were above 15 ppb throughout the district. 6 fixtures were changed out at the middle school and resampled last week- we're still waiting for the results. We tested 4 additional fixtures at the High School that were missed during the initial sampling last week and those all came back below the 15 ppb action level. The samples that are above 15 ppb will have a sticker placed above them to alert students and staff to not use these fixtures for drinking or food prep. All fixtures that were not tested will also have a sticker posted above them. The district website's Lead-In-Water plan will be updated with the new testing results. This will allow staff, parents and students to look at the testing results of fixtures they use. Let Dan Kretsinger or Daniel Holcomb know if there's any fixtures that were not tested or were tested high that you need for drinking or food preparation.

Custodial Training – Training with the maintenance staff and head custodians on playground safety, lead-in-water, radon and indoor air quality on January 24<sup>th</sup>.

Mock OSHA Inspections (February) – Mike Weigel from Metro ECSU will be inspecting certain district buildings for common OSHA violations. Mike conducts inspections every year for Richfield Public Schools.

Post OSHA 300A Form – The OSHA 300A form is a summary of workplace injury and illnesses for the 2018 year. It is required to be posted from February 1<sup>st</sup> – April 30<sup>th</sup>.

#### FACILITIES UPDATE

Construction update – RDLS, STEM and the High School will be worked on in the summer. RDLS exterior construction will begin in April. The High School construction will begin in April, the

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District Office will go over to Central Education Building. STEM will have work done on the 2<sup>nd</sup> and 3<sup>rd</sup> floors this summer. The main floor will wait until next summer. RDLs will be open in the fall with a new constructed building.

#### **NEW BUSINESS**

Staff accessible ladders - To prevent staff members from standing on chairs and desk, they need to have quick access to step ladders. Calling for a custodian to bring a ladder takes too long that a staff member will use a chair instead (unsafe).

The Health, Safety & Wellness committee page was updated on the district website was updated with current committee members.

Next Health, Safety & Wellness Committee Meeting is Thursday, March 21st.