

RICHFIELD PUBLIC SCHOOLS

Health, Safety and Wellness Committee

Meeting Minutes

01.18.2018

Meeting Called to Order: 7:15 a.m. in the District Office Board Room
Today's meeting was Health and Safety Based.

Members Present

- Pam Haupt (Food Services)
- Deb Miller (Bloomington Public Health)
- Phoebe Anderson (Exposure Control Officer, District Nurse)
- Carole McNaughton-Commers (Community Education Supervisor)
- Craig Holje (Chief Human Resources Admin Officer)
- Jenny Rodriguez (RDLs Health Services)
- Cathy Theisen (Chemical Hygiene Officer, RHS)
- Marta Weirich (HR Representative)
- Matt Zeidler (High School)
- Peter Fitzpatrick (Centennial Custodial)
- Dan Kretsinger (Facilities & Transportation)
- Jerry LaGarde (Traveler's Insurance)
- Daniel Holcomb (IEA Health & Safety)

Minutes

REVIEW INJURY REPORTS (STAFF/STUDENT)

- There were 50 total district wide staff incidents reported in 2017.
 - 14 Special Education
 - 16 Certified Staff
 - 11 Facilities & Transportation
 - 4 Food Service
 - 5 Non-Certified Staff

NOTE: Injuries are down for 2017 compared to 2016 (~60 injuries reported)

- Slips/Falls/Lifting is the #1 reported cause of injury. A strong emphasis for awareness is discussed every committee meeting amongst members.
- 2 injuries reported for 2018 as of 1/18/2018.

STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) / WELLNESS UPDATE

Deb Miller (Bloomington Public Health) will provide a SHIP update at the next meeting 3/15 – Wellness Based.

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HEALTH & SAFETY UPDATE

Introductions / New IEA Health & Safety Consultant

- Daniel Holcomb, 763-232-1924
- Daniel.Holcomb@ieainstitute.com
- Health-safety@rpsmn.org

Training for custodial staff will occur on Friday, 1/26 in the High School Lunch Room. The training will include Powered Industrial Trucks (Bobcat and Powered Pallet Jack), Aerial Lift, and ladder safety training.

There was a fatal incident at Chaska Middle school on 1/8 that involved a ladder. The custodian fell off the ladder from an elevated height. The committee discussed the need to utilize the aerial lifts as much as possible. The guardrails in the lift prevent employees from falling over the side. If the lift is not able to enter the area where the elevated work is required, we discussed the following ladder safety tips:

- Check the footing to be sure that it is level and secure.
- If there is a door nearby, lock it, block it off, or station someone to watch it for you
- Inspect the condition of the ladder prior to use
- Utilize aerial lifts when available – ensure the designated person is properly trained on the lift
- Tag any defective ladders and take them out of service
- Position ladder to prevent slipping – have someone hold the ladder in position if required
- Maintain three points of contact when climbing ladders – 2 feet/1 hand or 2 hands/1 foot
- Never stand on the top two rungs of the ladder

The OSHA Form 300A is required to be posted from 2/1 – 4/30. The OSHA 300A Form is a summary of 2017 work-related injuries and illnesses

Compressed Gas Inspections will occur on 1/25. The inspections are required by OSHA and ensures that unused compressed gas cylinders are chained up, away from combustible materials, not placed in front of emergency exits, etc.

FACILITIES UPDATE

Opportunities at all buildings with the referendum passing. Approximately 30 million dollars in upgrades in HVAC systems. Boiler, heating, and plumbing are to be replaced. New boilers are smaller but more efficient. The schedule of projects will be discussed at the board meeting next Monday. Certain projects may be completed in 4-5 years. It will be important to communicate

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timeline of projects because there maybe no change for first few months during the planning stages.

Safety and security is very important for remodeling building configuration. Need to have primary entry points and have offices near entry to assist with security. Key cards have been a great success.

NEW BUSINESS

Travelers to provide Slips/Trips/Falls material. Can go through during the next safety committee meeting. The committee discussed how to enhance awareness for walking outside during the winter months. Dan Kretsinger sent out a video on Slips/Trips/Falls earlier in the school year. The committee is to re-watch the video and decide if it needs to be sent out again.

There's been an issue with students/parents attempting to enter the school past hours. Certain doors lock earlier than others and we need to get that communicated back to students and parents. Do we need to post information on each door stating, "if past hours, go to xx door", or "for athletic events, go to xx door". Suggestions should be funneled through Dan Kretsinger.

Next Safety Committee Meeting will be on 3/15 at 7:15 AM in the District Office Boardroom. The meeting with be Wellness based.