

Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Wednesday, April 22, 2015

District Office Boardroom

Members present: Tim Burton, Laura Greene, Kim Grove, Mary Konobeck, Karen Langer, Kathy Laqua, Dean Loehlein, Diana Pohl, Val Rogers, Andy Spies, Dana Stachowski, Kevin Todd, and Jerry Vitalis

Members absent: Kathy Burrill, Ryan Dewey, Dave Ertl, Neil Fletcher, Jim Hahn, Ellen Heath, Tricia Jennissen, Bob Meyer, Heide Miller, Jodi Otte, Grant Plumley, Laura Portz, Shirley Swanson, LaReine Taurinskas, and Ed Wakefield

Guests: None

Meeting was called to order at 7:34 a.m. by Karen Langer.

- Review minutes
 - Motion by Jerry Vitalis and seconded by Dean Loehlein to approve the minutes from the March 18, 2015 Health & Safety Committee Meeting as presented.
- Karen Langer reviewed the work comp injuries that occurred from March 13, 2015 to April 16, 2015.
 - There were fourteen new injuries (twenty-four at our last meeting)
 - ❖ zero incidents resulting in lost time
 - ❖ six employees sought first aid
 - ❖ thirteen incidents involving students
 - ❖ zero incidents involving equipment
 - ❖ four (29%) sought medical treatment

Injuries were from only month instead of two. Most of the Middle School employee incidents were caused by the same student. Special Ed teams are working to come up with plans to protect the employees.

- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **AWAIR** (revision)
 - **Chemical Hygiene** (revision)
 - **Hazardous Waste** (revision)
 - **Methanol Control** (revision)
- Emergency Planning Table-Top Exercises
 - We were present with three possible scenerios and a limited amount of factual information on which to base our decisions. We discussed as a group considerations, options, and actions that could be taken.
- Other – If anyone has any suggestions or topics for next year please contact Tim Burton.
- Next meeting will be held at 7:30 a.m. on Wednesday, September 30, 2015.
- Meeting was adjourned at 8:27 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Wednesday, March 18, 2015

District Office Boardroom

Members present: Kathy Burrill, Tim Burton, Kim Grove, Jim Hahn, Tricia Jennissen, Karen Langer, Kathy Laqua, Dean Loehlein, Bob Meyer, Heide Miller, Jodi Otte, Diana Pohl, Laura Portz, Val Rogers, Andy Spies, Dana Stachowski, Shirley Swanson, LaReine Taurinskas, Jerry Vitalis, and Ed Wakefield

Members absent: Ryan Dewey, Dave Ertl, Neil Fletcher, Laura Greene, Ellen Heath, Mary Konobeck, Grant Plumley, and Kevin Todd

Guests: Minnesota Dept. of Public Safety, Minnesota School Safety Center
Randy Johnson, Director of Minnesota School Safety Center
Mike Christianson, Safe School Assessment Coordinator

Meeting was called to order at 7:32 a.m. by Karen Langer.

- Review minutes
 - Motion by Jerry Vitalis and seconded by Andy Spies to approve the minutes from the January 14, 2015 Health & Safety Committee Meeting as presented.
- Karen Langer reviewed the work comp injuries that occurred from January 12, 2015 to March 12, 2015.
 - There were twenty-five new injuries (fifteen at our last meeting)
 - ❖ zero incidents resulting in lost time
 - ❖ three employees sought first aid
 - ❖ twenty incidents involving students
 - ❖ one incident involving equipment
 - ❖ eight (32%) sought medical treatment

Staff need to “walk like a penguin” inside and outside when there is inclement weather. Parking lots and sidewalks are icy, and building floors can be wet from melting snow. We do our best to salt and sand the parking lots and sidewalks. Staff need to step down on their whole foot exiting their vehicle and not their heel. Please have staff notify custodial staff immediately of potential hazards.

- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **Confined Space Entry** (revision)
 - **Food Safety Inspection** (review)
 - **Lead in Water Management** (review)
 - **Personal Protective Equipment** (revision)
 - **Respiratory Protection** (revision)
- Guest Speakers:
 - Minnesota Dept. of Public Safety, Minnesota School Safety Center
Randy Johnson, Director of Minnesota School Safety Center
Mike Christianson, Safe School Assessment Coordinator
 - Minnesota School Safety Center is a free resource.
 - What keeps us up at night? Responses were: threat inside buildings, where do people go when a cafeteria is wide open?
 - Have conversations about your plan. Always be thinking about what your plan is in different places and times. Tim Burton has Table-Top exercises we can do at a Health & Safety meeting.

- Dana Stachowski voiced concerns about the Pathway to Change building. Now that the clinic has moved they do not have locked doors.
 - Tim Burton spoke about Hall Pass and Aiphone. Jodi Otte said that it is working well, but had a concern about not being able to see what someone is carrying before they are let in the building. Make the person answer a couple of questions before they are buzzed in the building.
 - Jerry Vitalis had a concern about the opportunity for trouble at after school activities. Mike Christianson responded to have the group leading the after school activity be in charge of security. Jerry responded that they are busy with students. Do the coaches know our procedures?
 - Critical function – at least three people should know every plan.
 - Tim Burton asked how we would deal with someone without a badge in the hallway. Challenge them in a positive way. Say “Hi. I see you don’t have a badge. Please come to the office with me.”
 - Mike Christianson talked about the trainings they offer. If you are interested you should contact Tim Burton.
 - The Minnesota School Safety Center has resources available if anything bad were to happen and our funds are depleted.
- Other - none
 - Next meeting will be held at 7:30 a.m. on Wednesday, April 22, 2015.
 - Meeting was adjourned at 8:34 a.m.

Submitted by:

Kathy Laqua/Mary Konobeck

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Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Wednesday, January 14, 2015 (Revised 3/19/15)

District Office Boardroom

Members present: Kathy Burrill, Tim Burton, Neil Fletcher, Laura Greene, Kim Grove, Tricia Jennissen, Mary Konobeck, Kathy Laqua, Bob Meyer, Heide Miller, Jodi Otte, Laura Portz, Val Rogers, Andy Spies, Kevin Todd, Jerry Vitalis, and Ed Wakefield

Members absent: Ryan Dewey, Dave Ertl, Jim Hahn, Ellen Heath, Karen Langer, Dean Loehlein, Grant Plumley, Diana Pohl, Dana Stachowski, Shirley Swanson, and LaReine Taurinskas

Guests: Joe Morin and Toby Totorilla from SFM

Meeting was called to order at 7:33 a.m. by Tim Burton.

- Review minutes
 - Motion by Kathy Burrill and seconded by Ed Wakefield to approve the minutes from the November 19, 2014 Health & Safety Committee Meeting as presented.
- Heide Miller reviewed the work comp injuries that occurred from November 17, 2014 to January 11, 2015.
 - There were fifteen new injuries (seventeen at our last meeting)

- ❖ two incidents resulting in lost time
- ❖ three employees sought first aid
- ❖ nine incidents involving students
- ❖ zero incidents involving equipment
- ❖ five (33%) sought medical treatment

Staff need to “walk like a penguin” inside and outside when there is inclement weather. Parking lots, sidewalks are icy, and building floors can be wet from melting snow. We do our best to salt and sand the parking lots and sidewalks. Staff need to step down on their whole foot exiting their vehicle and not their heel. Please have staff notify custodial staff immediately of potential hazards.

- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **Forklift Management** (review)
 - **Hearing Conservation** (review)
 - **Hoist-Jack-Sling** (revision)
 - Pre-check lists are attached in sleeves and should be utilized by staff
 - **Radon** (review)
 - We tested last year. A couple of areas were over the recommended levels at the District Office and Lakeside. Updates were made to the areas and then they were retested. Levels came back under the recommended levels.
 - **Underground Storage Tank** (review)
- Guest Speaker – Joe Morin from SFM. Toby Totorilla attended to observe.
 - Winter slip and fall program grant matching up to \$2500.00. Our district got entryway matting and a sander for the back of the tool cat.
 - PowerPoint presentation on Workcomp 101
 - No fault concept
 - Work injuries must be reported. It is the law.
 - Carrier determines compensability
 - Three basic ways to control losses: fewer injuries and illnesses, reduced/no lost time claims, claims management
 - Insurance Premium Calculation: $\text{Guaranteed Cost} = \text{Manual Premium} \times \text{Emod}$
 - Average Emod is 1.0; the lowest is 0.65. The state generates the Emod number. Chisago Lakes is .88.
 - Losses affect your Mod for three years.
 - A good Mod = cost savings and insurability
 - Special Ed. has the highest number of claims
 - Teachers and paras usually have the most claims
 - Ice and snow injuries have the highest cost
- Joe gave us a “Get Fit & Exercise” build shoulder strength program information
- Other
 - The district has applied for a grant from SHP for a walking treadmill workstation - Denied
 - Mark Johnson is trying out a standing workstation in the Technology office
- Next meeting will be held at 7:30 a.m. on Wednesday, March 18, 2015.
- Meeting was adjourned at 8:30 a.m.

Submitted by:

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Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Wednesday, January 14, 2015

District Office Boardroom

Members present: Kathy Burrill, Tim Burton, Neil Fletcher, Laura Greene, Kim Grove, Tricia Jennissen, Mary Konobeck, Kathy Laqua, Bob Meyer, Heide Miller, Jodi Otte, Laura Portz, Val Rogers, Andy Spies, Kevin Todd, Jerry Vitalis, and Ed Wakefield

Members absent: Ryan Dewey, Dave Ertl, Jim Hahn, Ellen Heath, Karen Langer, Dean Loehlein, Grant Plumley, Diana Pohl, Dana Stachowski, Shirley Swanson, and LaReine Taurinskas

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 - ❖ five (33%) sought medical treatment

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 - A food Mod = cost savings and insurability
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Submitted by:

Mary Konobeck

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Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Wednesday, November 19, 2014

District Office Boardroom

Members present: Kathy Burrill, Tim Burton, Laura Greene, Kim Grove, Tricia Jennissen, Mary Konobeck, Karen Langer, Kathy Laqua, Dean Loehlein, Bob Meyer, Jodi Otte, Diana Pohl, Laura Portz, Val Rogers, Andy Spies, LaReine Taurinskas, Kevin Todd, and Jerry Vitalis

Members absent: Ryan Dewey, Dave Ertl, Neil Fletcher, Jim Hahn, Ellen Heath, Heide Miller, Grant Plumley, Dana Stachowski, Shirley Swanson, and Ed Wakefield

Guests: Ron Anderson from OSHA

Meeting was called to order at 7:32 a.m. by Karen Langer.

- Review minutes

- Motion by Jodi Otte and seconded by Laura Greene to approve the minutes from the September 24, 2014 Health & Safety Committee Meeting as presented.
- Karen Langer reviewed the work comp injuries that occurred from September 23, 2014 to November 17, 2014.
 - There were seventeen new injuries (twenty-one at our last meeting)
 - ❖ one incident resulting in lost time
 - ❖ five employees sought first aid
 - ❖ six incidents involving students
 - ❖ three incidents involving equipment
 - ❖ six (35%) sought medical treatment

Staff need to “walk like a penguin” inside and outside when there is inclement weather. Parking lots, sidewalks are icy, and building floors can be wet from melting snow. Please have staff notify custodial staff immediately of potential hazards. Jodi Otte bought Kevlar sleeves for her Special Ed staff. Many injuries are preventable if staff slow down.

- Awareness Test – A YouTube video was watched and staff were ask to count how many times the ball was pass around, but did they see the moonwalking bear? Point of the video is staff become complacent and do not necessarily notice things that are out of order.
- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **Asbestos Management** (revision)
 - **Bloodborne Pathogens** (revision)
 - **Lockout/Tagout** (revision)
- Guest Speaker – Ron Anderson, OSHA Minnesota Compliance Officer
 - Minnesota standards are higher than federal.
 - Inspections are not charged for. They issue citations that carry penalties. MN OSHA has a consultation program that is free and they will come to your business and help you to identify problems to be fixed. If they are not fixed a citation is issued.
 - Schools get very few citations, but common issues are:
 - Building/Ground maintenance - especially in older buildings
 - Machine guarding
 - Electrical issues
 - Kitchen: proper knife storage, electrical in wet locations, guarding of mixers
 - Asbestos in summer
 - Shops: machine guarding and ventilation
 - Staff should contact the building Principal, lead custodian and Tim Burton if OSHA was to show up.
 - A business can deny entrance to OSHA, but OSHA will come back with a warrant.
 - OSHA is there to help.
- Other
- Next meeting will be held at 7:30 a.m. on Wednesday, January 14, 2015.
- Meeting was adjourned at 8:35 a.m.

Submitted by:

Mary Konobeck

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Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Wednesday, September 24, 2014

District Office Boardroom

Members present: Kathy Burrill, Ryan Dewey, Neil Fletcher, Laura Greene, Jim Hahn, Tricia Jennissen, Mary Konobeck, Karen Langer, Kathy Laqua, Dean Loehlein, Bob Meyer, Heide Miller, Grant Plumley, Diana Pohl, Laura Portz, Val Rogers, Andy Spies, Shirley Swanson, LaReine Taurinskas, Kevin Todd, Jerry Vitalis, Ed Wakefield

Members absent: Tim Burton, Dave Ertl, Ellen Heath, Jodi Otte, Dana Stachowski

Guests: Sarah Schmidt

Meeting was called to order at 7:32 a.m. by Karen Langer.

- New members were introduced: Kim Grove, Val Rogers, Andy Spies, Dana Stachowski
- Review minutes
 - Motion by Dean Loehlein and seconded by Kathy Burrill to approve the minutes from the April 23, 2014 Health & Safety Committee Meeting as presented.
- Karen Langer reviewed the work comp injuries that occurred from April 23, 2014 to September 23, 2014.
 - There were twenty-one new injuries (twelve at our last meeting)
 - ❖ zero resulting in lost time
 - ❖ six sought first aid
 - ❖ thirteen incidents involving students
 - ❖ one incident involving equipment
 - ❖ eight (38%) sought medical treatment

Staff need to report injuries right away and an accident form needs to be filled out and turned in that day. They should report to the health room and get information for calling the advice line.

- Committee Expectation/Goals
 - Heide Miller had everyone introduce themselves, and state what their goal was serving on the Health & Safety Committee.
- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **Health & Safety Policy** (review)
 - ❖ Only change to the policy was name change: Chisago Lakes Area Schools to Chisago Lakes Schools. Area was added when the districts combined and is no longer needed.
 - **Indoor Air Quality - IAQ** (revision)
 - ❖ Very few changes made.
 - ❖ Links for all IAQ surveys will eventually be private where employees can access with their name and employee number.
 - ❖ Motion by Jim Hahn and seconded by Dean Loehlein to approve the IAQ plan.

- Other
 - Alert custodians to anything out of place, in need of being fixed, or spills and ice.
 - THINK! Many accidents can be avoided if people would think first and take an extra second before doing something.
- Next meeting will be held at 7:30 a.m. on Wednesday, November 19, 2014.
- Meeting was adjourned at 8:17 a.m.

Submitted by:

Mary Konobeck