

Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Tuesday, April 26, 2016

District Office Boardroom

Members present: Kathy Burrill, Jim Gillach, Laura Greene, Kim Grove, Tricia Jennissen, Mary Konobeck, Dean Loehlein, Bob Meyer, Heide Miller, Steve Mikutowski, Grant Plumley, Diana Pohl, Laura Portz, Val Rogers, Shirley Swanson, LaReine Taurinskas, Kevin Todd, Jerry Vitalis, and Julie Willeck

Members absent: Ryan Dewey, Dave Ertl, Neil Fletcher, Jim Hahn, Ellen Heath, Kathy Laqua, Andy Spies, and Dana Stachowski

Guests: None

Meeting was called to order at 7:36 a.m. by Heide Miller.

- Review minutes
 - Motion by Jerry Vitalis, seconded by Dean Loehlein and carried unanimously to approve the minutes from the March 10, 2016 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from October 14, 2015 to March 8, 2016.
 - There were seventeen new injuries (nineteen at our last meeting).
 - ❖ zero incidents resulting in lost time
 - ❖ six employees sought first aid
 - ❖ twelve incidents involving students
 - ❖ zero incidents involving equipment
 - ❖ one (6%) sought medical treatment

The back broke off of one teacher's chair. Make sure you check your chairs and work areas to make sure there are no issues. Everyone should have a five foot pedestal chair.

- Plan Reviews:
 - **AWAIR**
 - All accident/injuries need to be reported to Julie Willeck immediately. A supervisor report needs to be filled out and submitted as well. The accident/incident report and supervisor's report are crucial pieces of Julie's reporting these accidents to our workers' compensation administration. If these injuries are not reported by certain deadlines, the district may be subject to financial penalties by the state of Minnesota.
 - **Bloodborne Management**
 - All employees are required to take the Bloodborne Pathogens training at the beginning of each school year.
 - Hepatitis B Vaccination will be offered to employees that have job classification which may have an increased risk of exposure to blood or other potentially infectious body fluids. It is a series of three shots. The vaccinations are good for life.
 - **Employee Right-to-Understand**
 - All employees are required to take Employee Right-to-Understand training at the beginning of each school year.
 - **Forklift Management**
 - Certified employees got through a four hour refresher course taught by Kevin Todd every three years.
 - Battery is checked every month.

- **Hearing Conservation**
 - No testing has been done on staff since 2007. The staff member would wear a dosimeter for eight hours. Should be done for shop teachers, band teacher, and choir teacher.
- **Hoist, Jack, Sling**
 - Inspected before each use and also annually.
 - Lift - Each building has a lift. The staff do a pre-inspection and complete a documentation checklist.
 - Hoist – in the auto shop
 - Sling – located in ach boiler room. It is attached to a vest.
- **Radon**
 - Last tested in 2015 for a period of 90 days. Next testing will be completed in 2019.
- **Return to Work**
 - Plan is in place to protect the district if an employee comes back to work with restrictions form their physician. If the restrictions are such that they cannot perform their job light duty jobs may be assigned if they are available at that time.
- **Chemical Hygiene**
- **Hazardous Waste**
 - Batteries, antifreeze and oil form the Auto Shop and Bus Garage are recycled.
- **Methanol Control**
 - Very little methanol left in the High School Science lab. They will use what is left then it will no longer be used.
- **SURPRISE OSHA Inspection – Steve Mikutowski**
 - OSHA visits are usually generated by calls from employees.
 - Steve Mikutowski and Mary Konobeck were verbally questioned at the District Office.
 - Written Management Plan book was shown to inspector and he went through it looking at certain plans.
 - Looked at the OSHA Accident Reports.
 - Checked forklift at the Middle School.
 - Steve Mikutowski took the inspector around the Middle School and High School. He asked random staff in regards to BBP/ERTU training. Concerned with checking HS/MS Boiler Rooms, Shops, Kitchens and HS Pool.
 - He had a few concerns/suggestions, but we were not issued any violations:
 - Nothing should be stored on top of the freezer, or a guard should be put up
 - MS Kitchen – need to get a portable eyewash station
 - MS Boiler Room – junction box needs plugs
 - MS Shop – paint hood could use a suppression
 - MS roof – guarding around roof vents
 - HS Pool – ok
 - HS Shops – asked questions of teachers
 - HS Boiler Room – harness was not recoiled all the way.
 - Steve appreciates all the work staff have done.
- **Purpose of Committee**
 - What can we do differently? Should we combine the Health & Safety, Wellness, and Insurance Committees into one committee?
 - How many meetings – like to have them quarterly?
 - Flu shots are scheduled for September 20th and 21st.

- Communication is the key for Health & Safety issues. Please inform your staff that they need to let their custodians, Steve Mikutowski or Heide Miller know if there are issues.
- Heide appreciates people attending the Health & Safety meetings.
- Other
 - The High School is going to recycle their paint in North Branch.
 - If anyone has any suggestions or topics please contact Heide Miller.
- Next meeting will be held at 7:30 a.m. on Tuesday, October 11, 2016.
- Meeting was adjourned at 8:25 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Thursday, March 10, 2016

District Office Boardroom

Members present: Kathy Burrill, Dave Ertl, Jim Gillach, Kim Grove, Tricia Jennissen, Mary Konobeck, Kathy Laqua, Dean Loehlein, Heide Miller, Steve Mikutowski, Grant Plumley, Diana Pohl, Val Rogers, Andy Spies, Dana Stachowski, Shirley Swanson, LaReine Taurinskas, Kevin Todd, Jerry Vitalis, and Julie Willeck

Members absent: Ryan Dewey, Neil Fletcher, Laura Greene, Jim Hahn, Ellen Heath, Bob Meyer, and Laura Portz

Guests: Mark Miller and Mike Benning from Dalco; Wayne Warzecha from Resource, Training & Solutions

Meeting was called to order at 7:36 a.m. by Heide Miller.

- Review minutes
 - Motion by Jerry Vitalis, seconded by Kathy Burrill and carried unanimously to approve the minutes from the January 19, 2016 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from October 14, 2015 to March 8, 2016.
 - There were nineteen new injuries (thirty-one at our last meeting).
 - ❖ one incident resulting in lost time
 - ❖ nine employees sought first aid
 - ❖ twelve incidents involving students
 - ❖ zero incidents involving equipment
 - ❖ five (26%) sought medical treatment

Two of the incidents were due to ice. Walk like a penguin! We've had good weather lately so slips and falls due to weather and ice are down. Pay more attention. Stay off your cell phones when walking. Take your time to avoid injuries.

- Mark Miller and Mike Benning from Dalco did an ORBIO presentation
 - Dalco is a full line janitorial supply company that we order from.
 - The high school is using the On-Site Generation (OSG) system to create disinfectant and cleaning solutions which are green chemicals.
 - The OSG system is a safe and green way to clean. Clean tap water and a small amount of salt are converted by water electrolysis to create a high PH cleaning solution and a one-step cleaner-disinfectant.
 - Using the system has eliminated 80% of all the cleaning products at the high school which saves the district money.
 - Does not leave a residue on floors, counters, and desks.
 - Disinfecting solution needs to stay wet for 10 minutes.
 - Currently being used at the Mall of America, Twins Stadium, 15 school districts, and universities.
- Wayne Warzecha from Resource, Training & Solutions
 - Comes once a month to work with Steve Mikutowski and the district to comply with Health & Safety issues such as asbestos inspection, surveillance, testing fire doors, and mastic on floors; electrical safety; IAQ (i.e. mold, mercury and carbon dioxide testing, and air monitoring); roof protection assessment; fall protection; hearing conservation, LOTO procedures and inspections;

- Plan Reviews – the following plans were tabled until the April 26, 2016 meeting due to lack of time:
 - **AWAIR**
 - **Employee Right-to-Understand**
 - **Forklift Management**
 - **Hearing Conservation**
 - **Hoist, Jack, Sling**
 - **Radon**
 - **Return to Work**
- Mock OSHA Inspection – Steve Mikutowski
 - Inspection went well. They did not find too many issues.
 - MS – Kitchen had cart in the pathway; Woodshop had a piece of equipment that needed a cap on threads.
 - PS – Safety equipment was not on a cart or in sight
 - TF – PPE
 - LS – Grinder was improperly set up
 - Electrical issues throughout district
- Other – If anyone has any suggestions or topics please contact Heide Miller.
 - Annual BBP/ERTU – the high school film class will create a video for employees to watch and then then take a simple text on APEX.
- Next meeting will be held at 7:30 a.m. on Tuesday, April 26, 2016.
- Meeting was adjourned at 8:34 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Tuesday, January 19, 2016

District Office Boardroom

Members present: Kathy Burrill, Jim Gillach, Jim Hahn, Mary Konobeck, Kathy Laqua, Dean Loehlein, Bob Meyer, Heide Miller, Steve Mikutowski, Grant Plumley, Diana Pohl, Laura Portz, Andy Spies, Dana Stachowski, Shirley Swanson, LaReine Taurinskas, Kevin Todd, Jerry Vitalis, and Julie Willeck

Members absent: Ryan Dewey, Dave Ertl, Neil Fletcher, Laura Greene, Kim Grove, Ellen Heath, Tricia Jennissen, and Val Rogers

Guests: Luke Sammon – SFM Loss Prevention Specialist

Meeting was called to order at 7:34 a.m. by Heide Miller.

- Review minutes
 - Motion by Kathy Burrill, seconded by Jerry Vitalis and carried unanimously to approve the minutes from the October 20, 2015 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from April 16, 2015 to October 19, 2015.
 - There were thirty-one new injuries (forty-five at our last meeting).
 - ❖ one incident resulting in lost time
 - ❖ nine employees sought first aid
 - ❖ sixteen incidents involving students
 - ❖ zero incidents involving equipment
 - ❖ three (10%) sought medical treatment

Five of the incidents were due to ice. Be careful walking on snow and ice and notify custodians if you see any ice/slippery areas. Wear proper footwear. Walk like a penguin! Pay more attention. Stay off your cell phones when walking. Don't be in a hurry to do things.

- Luke Sammon, Loss Prevention Specialist with SFM (Work Comp)
 - Winter slips & falls are low frequency, but are more severe injuries.
 - Student related injuries are more prevalent, but less costly. Usually caused by one student. Communication between all special ed. staff is important.
 - Our experience modification went up this year from 0.78 to 1.04. This will cost the district \$40,000 to \$50,000 more. This number is calculated from the last three year history of staff injuries. The experience modification is affected by claims with dollar figures (loss of time claims).
- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **Asbestos** (review)
 - **Compressed Gas Cylinder** (revision)
 - **First Aid/CPR Management** (review)
 - **Lockout/Tagout** (revision)
 - Most amputations are caused by LO/TO not being used by the employee
 - **Playground Safety** (revision) –
 - Elementary lead custodians do a playground safety inspection each month
- Other – If anyone has any suggestions or topics please contact Heide Miller.
 - Hunt's Transportation was sold to 4.O. The buses now say Chisago Lakes Schools on the sides.

- The PAC parking lot gets icy due to the nuisance snow. People can't see the ice below it. Employees need to use the sidewalk and not cut across the median.
 - The District paid \$300 for a corporate membership with YMCA. Employees can get up to a \$55 rebate.
 - Fit Bit six week challenge (from February 1- April 30) – employees who have BCBS through the school district can sign up through Resource, Training and Solution to get a \$150 Fit Bit and a \$200 incentive. Employees need to obtain current blood pressure, cholesterol and glucose results from a health clinic; complete an online health risk assessment; and create an account with Clear Cost Health.
- Next meeting will be held at 7:30 a.m. on Thursday, March 10, 2016.
 - Meeting was adjourned at 8:18 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

Health & Safety Committee Meeting Minutes

Tuesday, October 20, 2015

District Office Boardroom

Members present: Kathy Burrill, Dave Ertl, Neil Fletcher, Jim Gillach, Laura Greene, Kim Grove, Jim Hahn, Mary Konobeck, Kathy Laqua, Dean Loehlein, Heide Miller, Steve Mikutowski, Grant Plumley, Diana Pohl, Val Rogers, Dana Stachowski, Shirley Swanson, Kevin Todd, Jerry Vitalis, and Julie Willeck

Members absent: Ryan Dewey, Ellen Heath, Tricia Jennissen, Bob Meyer, Laura Portz, Andy Spies, and LaReine Taurinskas

Guests: Luke Sammon – SFM Loss Prevention Specialist

Meeting was called to order at 7:35 a.m. by Heide Miller.

- Review minutes
 - Motion by Jerry Vitalis, seconded by Dean Loehlein and carried unanimously to approve the minutes from the April 22, 2015 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from April 16, 2015 to October 19, 2015.
 - There were forty-five new injuries (fourteen at our last meeting).
 - ❖ zero incidents resulting in lost time
 - ❖ twelve employees sought first aid
 - ❖ thirty-four incidents involving students
 - ❖ one incident involving equipment
 - ❖ five (11%) sought medical treatment

Number of injuries were from a six month period of time. Employees should alert custodians to water on the floor in the hallways. Be careful walking on snow and ice. Wear proper footwear.

- Luke Sammon, Loss Prevention Specialist with SFM (Work Comp)
 - There is a Winter Slip & Fall Grant that matches funds up to \$2500 for equipment and supplies. Previous purchases were used for entrance mats.
 - He gave out a flyer with summary information on occupational injuries in schools and student-related injuries.
 - Food service staff have more claims than any other occupation in schools. Our food service staff has minimal injuries compared to annual claims across Minnesota.
 - More than 75% of staff injuries are caused by slips and falls, being struck by a students, or lifting and other strains.
 - Movement and stretching are key to reduce injuries. Get up and move!
 - Custodians and playground supervisors should wear traction footwear when outside in the winter.
 - Student related injuries are increasing. All special ed. staff are trained in CPI. Look at how staff are approaching situations. Special ed staff are more at risk for injuries – 5 per 100.
 - Staff playing with student injuries are on the rise. Play or participate with purpose is a new program.
 - Chisago Lakes has done an exceptional job reducing injuries over the last five years.
 - Continue with prevention activities.
 - Report when there is an incident right away. Dangerous areas can be taken care of right away to prevent future injuries.
 - Getting injured staff to return to work right away is key.

- Winter slips and falls are the most expensive injury. Salt, sand, and communicate with the custodians if you see potential areas for incidents.
- Over the last five years ½ of injuries are to staff who have been with the district 11 years or more. 41 of 112 were to people who were 41 years old or older.
- Plan Reviews – the following plans were reviewed and will be updated on the district website.
 - **Health & Safety Policy Statement** (review)
 - Employees have worked to make us safe and healthy.
 - **Community RTU** (revision) – Name has been changed to Community Right-to-Understand
 - **Employee RTU** (revision) – Name has been changed to Employee Right-to-Understand
 - **Latex Allergy in Classrooms** (review)
 - **IAQ** (revision)
- Committee Expectations/Goals
 - Heide Miller asked how H&S Committee members communicate with their staff:
 - Taylors Falls place ladders around the buildings for staff to use so they would not use chairs.
 - S.I.T. Program
 - Walk like a penguin!
 - Administrators convey important items during staff meetings
- Other – If anyone has any suggestions or topics please contact Heide Miller.
 - Pedometer program ended. A new Wellness incentive program is coming soon.
 - SFM – Get Up & Move!
- Next meeting will be held at 7:30 a.m. on Tuesday, December 1, 2015.
- Meeting was adjourned at 8:26 a.m.

Submitted by:

Mary Konobeck