

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 each 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 from 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 from 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 20<sup>th</sup> and 21<sup>st</sup>.

- 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

Tuesday, October 11, 2016

District Office Boardroom

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

Members absent: Ryan Dewey and Ellen Heath

Guests: Luke Sammon, SFM  
Dan Nigon, Pat Shafer, and Dana Fontaine - ICS

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

- Review minutes
  - Motion by Kathy Burrill, seconded by Dean Loehlein and carried unanimously to approve the minutes from the April 26, 2016 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from April 26, 2016 to October 7, 2016.
  - There were forty-six new injuries (seventeen at our last meeting).
    - ❖ one incident resulting in lost time
    - ❖ eighteen employees sought first aid
    - ❖ thirty-four incidents involving students
    - ❖ zero incidents involving equipment
    - ❖ four (9%) sought medical treatment

Work comp incidents need to be reported to Julie right away. Do not wait for the Supervisor's report. She has a timeframe of 24 hours to report the injury.

Winter season is coming. Remember to "Walk Like a Penguin!" Winter-proof your workplace information was given out from SFM.

Let custodians know immediately if you see something that could be a potential hazard.

- Luke Sammon from SFM
  - All districts have injuries caused by students. There has been increased media coverage lately. Special Ed staff should have CPI Training and attend refresher courses.
  - Trend for Chisago Lakes: We have a high number of tenured staff. Most injuries are to staff over 11 years of service. Paras have higher student related injuries. Also, remind staff to use step stools and ladders, not chairs.
- Plan Reviews:
  - **Health & Safety Policy**
    - No changes or revisions.
  - **Lead in Water**
    - On June 8, 2016 water samples were taken from 153 drinking fountain and water sources and sent to Minnesota Valley Testing. Five of them needed to be retested because their ug/L (microgram/liter) was too high. The standard is to be below 15. The higher levels can be caused by old pipes, inactivity, and old brass. The District Office and Family Center were not tested, but will be.

- **Underground Storage Tanks**
  - There is one tank in each building. The custodians run reports and file them every month.
  - The Middle School and Taylors falls do not use fuel oil anymore, but there is still some fuel left in their tanks.
  - We receive a discount from Xcel when we go on curtailment. This means during periods of peak gas demands such as bitter cold winter days we agree to go off the gas system within one hour of notification. In return, we pay significantly less per therm on our year-round gas usage.
- Dan Nigon, Pat Shafer, and Dana Fontaine - ICS
  - ICS is doing a recommissioning study to help run the buildings better. Health & Safety funds are available once every five years to pay for it. Study was done from March - December. ICS goes into the buildings and checks the lighting, HVAC, and IAQ. They look for ways to improve building performance and work with the building operators. Proper outdoor ventilation is the key to reducing illness.
  - The high school is the only building that has been done yet. Dean Loehlein said that they are very thorough. What they found is difficult to detect through routine maintenance and is not the result of lack of maintenance but older technology.
    - Things they found were: outdoor air dampers were not working properly; CO<sub>2</sub> sensors were not working properly or were out of adjustment; and fire dampers were closed.
- Primary School – Room 112
  - Complaint of illnesses in the classroom. Wayne Warzecha, from Resource, Training & Solutions, took samples from the room. Most samples from the carpet were below average result. Air flow was good and was run every day. Air handler will be checked. Custodians shampooed the carpet again over MEA. No water damage was noticed. The carpet is installed over 9x9 asbestos tile. Carpet cannot be removed until summer because of the asbestos.
- Other
  - Flu shots – roughly 250 people participated.
  - Health Inspector has been out. All 5 kitchens passed without any issues.
  - Lakeside – a few trees came down towards the lake. There was no damage to the school building.
- Next meeting will be held at 7:30 a.m. on Tuesday, December 13, 2016.
- Meeting was adjourned at 8:30 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

## Health & Safety Committee Meeting Minutes

Tuesday, December 13, 2016

District Office Boardroom

Members present: Kathy Burrill, Neil Fletcher, Tricia Jennissen, Mary Konobeck, Kathy Laqua, Dean Loehlein, Andrea McKinnon, Bob Meyer, Heide Miller, Steve Mikutowski, Laura Portz, Val Rogers, Kevin Todd, Jerry Vitalis, and Julie Willeck

Members absent: Ryan Dewey, Dave Ertl, Jim Gillach, Kim Grove, Jim Hahn, Ellen Heath, Grant Plumley, Diana Pohl, Andy Spies, Dana Stachowski, Shirley Swanson, and LaReine Taurinskas

Guests: None

Meeting was called to order at 7:35 a.m. by Steve Mikutowski.

- Review minutes
  - Motion by Heide Miller, seconded by Jerry Vitalis and carried unanimously to approve the minutes from the October 11, 2016 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from October 8, 2016 to December 7, 2016.
  - There were thirty-two new injuries (forty-six at our last meeting).
    - ❖ zero incidents resulting in lost time
    - ❖ eleven employees sought first aid
    - ❖ twenty-four incidents involving students
    - ❖ zero incidents involving equipment
    - ❖ seven (9%) sought medical treatment

First injury reports are still coming in late. Fax them to Julie right away, even if the supervisor has not signed them. She has a time frame of 24 hours to report the injury or we are assessed fines.

Remember to “Walk Like a Penguin!” Let custodians know immediately if you see something that could be a potential hazard, melted snow in the hallways, or ice on the parking lot or sidewalks that needs attention.

- Plan Reviews:
  - **Confined Space (Revision)**
    - Names changes, date changes, and building maps updated.
    - Each building has a tunnel system that have steam lines, plumbing, and electrical components running through them. Boilers are also considered confined spaces because the custodians are inside the boiler cleaning. One person stands at the entrance to be able to communicate with the person inside the confined space or respond to emergency situations.
  - **Food Safety Inspection (Review)**
    - No changes to the plan.
    - The Department of Health does two unannounced inspections a year for each building. All five of our buildings passed without any issues.
    - Schools are considered a high risk category because they serve small children.
    - Kathy Burrill went over a recent inspection at Lakeside.
    - Each kitchen manager is certified. They attend an eight hour course and then have to pass an exam. They take a four hour refresher course every four years.

- **Indoor Air Quality (IAQ)**
  - The last IAQ issue that was reported was in May 2015.
  - In 2016 water pooled under the northeast portable classroom causing a mold infestation. There was evidence of mold in carpet, on some books, furniture, and sport equipment. Carpet was removed, some items were disposed of, and some were cleaned and disinfected. The classroom was treated by a mold remediation company. New carpet was installed. Wet insulation was replaced, vents were installed and water was diverted so it will not pool under the classroom.
  - Taylors Falls - A drainage project was done in the front entrance area to move water away from the building under the road out to the street drainage ditch.
  - Expansion joint caulking was done on exterior walls at the High School, Middle School, and Taylors Falls and many windows at the High School.
  - Trisha Jennissen informed Steve Mikutowski that rain is leaking into the Lakeside staff lounge through a vent. This will be looked at.
  - We lease the spaces for Community Education/Early Childhood and Chisago Lakes Education Center. The landlord is responsible for any concerns that arise.
  
- **Personal Protective Equipment**
  - Only changes were to the Personal Protective Equipment Assessment in Appendix D.
  
- **Respiratory Protection**
  - We have two forced air respirators in the district. They are used for maintenance at the pool and when grinding at the maintenance garage.
  - We no longer do our own asbestos abatement. We contract out for it now.
  
- Other
  - Ryan Dewey was wondering if we could change the meeting time so he could attend. If he attends the meeting his class cannot participate in the shop. A survey will be sent to all Health & Safety staff.
  
- Next meeting will be held at 7:30 a.m. on Tuesday, January 10, 2017.
  
- Meeting was adjourned at 8:10 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

## Health & Safety Committee Meeting Minutes

Tuesday, January 10, 2017 (Revised)

District Office Boardroom

Members present: Kathy Burrill, Dave Ertl, Jim Gillach, Kim Grove, Ellen Heath, Tricia Jennissen, Mary Konobeck, Kathy Laqua, Andrea McKinnon, Bob Meyer, Steve Mikutowski, Laura Portz, Val Rogers, Dana Stachowski, LaReine Taurinskas, Jerry Vitalis, and Julie Willeck

Members absent: Ryan Dewey, Neil Fletcher, Jim Hahn, Dean Loehlein, Heide Miller, Grant Plumley, Diana Pohl, Andy Spies, Shirley Swanson, and Kevin Todd

Guests: Jodi Otte, Middle School Principal  
George Scott, Resource Training & Solutions

Meeting was called to order at 7:34 a.m. by Steve Mikutowski.

- Review minutes
  - Motion by Jerry Vitalis, seconded by Kathy Laqua and carried unanimously to approve the minutes from the December 13, 2016 Health & Safety Committee Meeting as presented.
- Julie Willeck reviewed the work comp injuries that occurred from December 8, 2016 to January December 9, 2017.
  - There were nine new injuries (thirty-two at our last meeting).
    - ❖ zero incidents resulting in lost time
    - ❖ eleven employees sought first aid
    - ❖ four incidents involving students
    - ❖ two incidents involving equipment
    - ❖ one (11%) sought medical treatment

First Injury reports need to be faxed to ASAP. She received a report in January 9, 2017 from a staff member who was injured on February 1, 2016 and now need to see the doctor due to repetitive motion issues.

- Jodi Otte presented a Power Point about Elerts™ which is an Emergency App that the district will be using to inform staff on their smartphones of emergency situations happening in the building.
  - Allows us to communicate and share what we see/hear with everyone. Provides law enforcement with GPS and map of location. Provides law enforcement with real-time information about threat seen or heard. Works with cellular service and WiFi so that we can **ALWAYS** communicate (works like Amber Alerts). Enhances decision making by providing an instant network for notification and support. Allows us to have quicker, more informed responses to improve survivability and situational awareness.
- Scott George, Resource Training & Solutions - Mock OSHA Inspection
  - Purpose is to have another set of eyes look at potential issues and have them corrected before an actual OSHA inspection happens. Makes recommendations to help prevent OSHA citations.
  - OSHA is responsible for enforcing standards in the workplace with staff. They do not oversee student issues.
  - He does a physical walk through of all buildings and bus garage. Takes two days to complete.
  - Looks at maintenance areas, science labs, industrial tech areas, storage areas, home economics classrooms.

- Checks machine guarding, eye wash stations, blocked exits, chemical storage and equipment, unlabeled containers, electrical issues, and lack of or damage to PPE.
- Plan Reviews:
  - **Asbestos Management (Review)**
    - No changes to the plan.
  - **Compressed Gas (Review)**
    - No changes to the plan.
    - Tricia Jennissen reported that there are six oxygen tanks used for a student stored in her office at Lakeside Elementary that will be needed to be added to the inventory list.
  - **First Aid/CPR Management (Review)**
    - No changes to the plan.
    - Ellen Heath trains all health room para's and backups, High School and Middle School Special Ed para's, and noncertified playground supervisors. Coaches are trained by the athletic trainer.
  - **Latex Allergy in Classroom (Review)**
    - No changes to the plan.
    - Custodians and Health Room use non-latex gloves.
    - Latex balloons are not allowed in schools.
    - Ellen Heath reported that the swim team's swim caps are late due to the cost difference. \$2 compared to \$12 for silicone.
    - Andrea McKinnon reported that sports equipment has latex in them. We have a small supply of equipment that is latex free for the students who have allergies and d
- Other - none
- Next meeting will be held at 7:30 a.m. on Tuesday, February 28, 2017.
- Meeting was adjourned at 8:20 a.m.

Submitted by:

Mary Konobeck

Chisago Lakes ISD #2144

## Health & Safety Committee Meeting Minutes

Tuesday, February 28, 2017 - Revised

District Office Boardroom

Members present: Neil Fletcher, Jim Gillach, Kim Grove, Jim Hahn, Tricia Jennissen, Mary Konobeck, Dean Loehlein, Andrea McKinnon, Bob Meyer, Steve Mikutowski, Grant Plumley, Diana Pohl, Laura Portz, Val Rogers, Andy Spies, Dana Stachowski, Shirley Swanson, LaReine Taurinskas, Kevin Todd, and Jerry Vitalis

Members absent: Kathy Burrill, Ryan Dewey, Dave Ertl, Ellen Heath, Kathy Laqua, Heide Miller, and Julie Willeck

Meeting was called to order at 7:33 a.m. by Steve Mikutowski.

- Review minutes
  - Motion by Jerry Vitalis, seconded by Dean Loehlein and carried unanimously to approve the minutes from the January 10, 2017 Health & Safety Committee Meeting as presented.
- Steve Mikutowski reviewed the work comp injuries that occurred from January 9, 2017 to February 27, 2017
  - There were twenty two new injuries (nine at our last meeting).
    - ❖ zero incidents resulting in lost time
    - ❖ six employees sought first aid
    - ❖ fourteen incidents involving students
    - ❖ zero incidents involving equipment
    - ❖ three (14%) sought medical treatment

Staff are seeking medical attention without reporting it to Julie first. If their skin is broken it must be reported to Tricia Jennissen within 24 hours.

- Plan Reviews:
  - **Community Right-To-Understand (Review)**
    - No changes to the plan.
  - **Fork Lift (Review)**
    - No changes to the plan.
    - Steve Mikutowski will be taking over the training for Kevin Todd.
    - Training recertification is every three years.
  - **Hearing Conservation (Review)**
    - No changes to the plan.
    - Band Instructor, Joe DeLisi, would like professional hearing protection.
  - **Playground Safety (Review)**
    - No changes to the plan.
    - Elementary school lead custodians check the playground every week and send the form to the District Office at the end of the month.
    - We do not use rubber mulch. We use engineered cedar chips that are mold and mildew resistant.

- Other
  - Latex products – only gloves and balloons are required to be latex free in school buildings. The pool classes and swim team are ok to use silicone caps. Phy Ed. ~~Instructors~~ **instructors** to the best they can to try to make sure the students with latex allergies use the latex free equipment that has been purchased. Latex allergies are on the rise.
  - Fire Marshal – we did really well. Things he noticed were holiday lights, daisy chains, and Taylors Falls needs a new coffee pot. Stage curtains at Taylors Falls had styrofoam backing. Wall pads in the wrestling and in the Primary School gym need to be updated.
- Next meeting will be held at 7:30 a.m. on Tuesday, April 25, 2017.
- Meeting was adjourned at 8:05 a.m.

Submitted by:

Mary Konobeck