



# White Bear Lake Area Public Schools

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## Health and Safety Committee Meeting – January 15, 2020

7:30 a.m. – Community Theater Atrium

Snow Plow/Salt Hotline 651-407-7586

### Agenda:

#### 1. Welcome / Introductions

Kevin Klecker

#### 2. First Report of Injuries

Kevin Klecker to summarize injuries and incidents reported in 2019, discuss OSHA's form 300 Log of Work-Related Injuries and Illnesses for 2019, and discuss procedures for posting the OSHA 300A in each building, from 2/1-4/30.

(Copies of the summary of incidents will be forwarded to Principals/Associate Principals after the meeting).

#### 3. Recent/Upcoming Health and Safety Activities

Kevin Klecker/Dan Roeser/Paul Engstran/Debbie Green to discuss recent health and safety activities, and describe upcoming projects.

Kevin:

- SafeSchools Training status update
  - We have adjusted how users are registered. Please bring any issues or concerns to me. Thanks for your patience.
- Safety and Security Assessments
  - Common issues with visitor procedures, locking interior doors, parent pick up procedures, and under-utilization Building Emergency Response Teams (BERTs)
- Referendum Security Improvements Update

Dan:

- Hazardous Waste License renewals
- OSHA 300 A Summary postings
- Fire Marshal Inspections
- Electrostatic disinfectant sprayer
- Snow plow hotline

Paul:

- Electrical Training

Debbie/ATC:

- Mock OSHA walkthroughs – ongoing. Key issues: Eyewash/shower maintenance, excessive storage, electrical safety.
- Annual hearing tests completed Nov. 5 for 52 staff and teachers (Bus Mechanics; Grounds Staff; Industrial Ed, PE & Band/Music Teachers).
- Employee PPE needs assessed (Custodians; Bus Mechanics; Grounds Staff; Cooks; Art, Science, Industrial Ed, PE & Band/Music Teachers; Lunchroom Monitors; Trap-Shooting Coaches.)
- MS & HS Industrial Ed Teachers' Safety Mtg. (Nov. 12). Key issues: Ventilation, machine-guarding housekeeping.
- Ann Head Custodians' Training (Nov. 21): Confined Space Policies; Lockout-Tagout Program; Aerial Platform Lift Safety.
- MS & HS Art Teachers' Safety Mtg. (Dec. 10). Key issues: Ventilation, electrical safety, PPE.
- District-wide 6-Month Asbestos Inspections completed(Dec. 27 – Jan. 3)
- South Science Teachers' Safety Mtg. (Jan. 14) Key issues: Eyewash/shower units, chemical storage, housekeeping.
- Upcoming:
  - Annual Custodians' Training: Fall Protection; Electrical Safety (Jan. 27)
  - Annual Safety Refresher for Cook Managers (Jan. 29)
  - North Science Teachers' Safety Mtg. (Feb. 11)
  - 5-Year Lead-in-Water Sampling (Hugo, Lakeaires, Normandy Park, Vadnais Heights)
  - Mock OSHA walkthroughs

#### 4. Department or Building Concerns

Dan Roeser to ask building representatives to report on building safety concerns.

#### 5. Upcoming Meeting Dates:

- April 08, 2020 (Changed from April 15, 2020)



# White Bear Lake Area Public Schools

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## MINUTES/SUMMARY

**Health and Safety Committee Meeting – October 9, 2019**  
7:30 a.m. – Community Theater Atrium

**Snow Plow/Salt Hotline 651-407-7586**

### Agenda:

**1. Welcome/Introductions**

Dan Roeser

**2. Summary of Committee Goals & Activities; Safety Committee Assessment**

Dan Roeser:

- Goals of the Safety Committee and corresponding activities
- What activities would you like to see more focus on this year?
- What suggestions do you have for improvement of this committee?

**3. First Report of Injuries**

Kevin Klecker summarized injuries and incidents reported to date for 2019. (Copies of the summary of incidents were forwarded to Principals/Associate Principals after the meeting).

**4. Recent/Upcoming Health and Safety Activities**

Kevin Klecker/Dan Roeser/Paul Engstran/Debbie Green discussed recent health and safety activities, and described upcoming projects.

Kevin:

- SafeSchools rollout
- Emergency response/staff training/magnets/weather radios
- Referendum- security improvements
- Safety & Security Assessments

Dan:

- Summer projects update
- Annual notifications (Asbestos, IAQ, IPM, Lead-in-Water) – see handout
- Custodial Safety Data Sheet (SDS) books updated (Dalco, Continental Research)
- Insurance Inspection
- Referendum Planning-HVAC

Paul:

- Summer Maintenance Team projects
- Annual vendor maintenance/testing of fire extinguishers, alarms, sprinkler systems
- HVAC projects completed/in process/led projects?
- SchoolDude update/status report

Debbie/ATC:

- 6-month asbestos inspections & repairs (June-July)
- Annual playground safety checks & repairs
- Industrial Education ventilation checks (10-7-19 & 10-18-19)
- District-wide mock OSHA building walkthroughs (see handout)
- Upcoming:
  - Mock OSHA walkthroughs (continuing)
  - Annual Safety Refresher for Cook Managers
  - Annual hearing tests for Grounds staff & Industrial Ed, PE and Band/Music teachers (Nov. 5)
  - Meeting with district Industrial Ed teachers to discuss classroom safety (Nov. 12)
  - Meeting with district Art Teachers to discuss classroom safety (Dec. 10)

**5. Department or Building Concerns**

Dan Roeser asked building representatives to report on building safety concerns.

**6. Upcoming Meeting Dates:**

- January 15, 2020
- April 15, 2020