

# Health and Safety Committee Meeting Agenda

November 7, 2016 11:00 am - 12:00 pm

District Office TLC

**Members in Attendance:** Wade Miller X Scott George X Jim Engen    Rachel Bender X Tami Kugler    John Heid X Angi Johnson X Denise Gelhausen X Lisa Raiter X Jeremy Bosquez X Deb Clark X Jen Schachenmeyer X Dustin Stutsman X Mary Miller X

**Guests in Attendance:** Manie Pauly, Bob Hennen, Ron Wilke, Jim Kocherer, Dave Hoffman

## I. Opening of Meeting

A. Call to Order

B. Introductions - *Introductions were done*

C. Approve 9.3.15 meetings minutes (attached to agenda) - *Minutes were approved*

## II. Overview of the a District's Health & Safety Committee - Commentary by Scott George

*Scott George gave an overview of H&S Committees - Schools are required by law to have H&S committee. This is an Advisory committee to make recommendations to the Board. Each on here is the representative of the buildings. He handed out a handout of a Generic list of Member roles (from National Safety Council).*

## III. Review of Districts Committee members and roles - Commentary by Wade Miller

*Wade presented that the building representative which are H&S committee members are the contact person for building staff to report H&S issues. He has requested that committee member please inform anyone who does have a concern to create a maintenance ticket, this way there is a record of the concern. Any concerns should be brought to the H&S Committee meetings.*

## IV. Voting of Officers - Co-Chair and Secretary - Commentary by Wade Miller

*Jeremy Bosquez will be the co chair and Lisa Raiter will serve as Secretary for the school year.*

## V. Review Old Business

A. Handrails report for the bleachers in the HS gym (Dave H.)

- Unofficially approved, referred to custodians for input. Possibly new Tech could build? Has Tim been informed? Action carried out?

- Kocherer will take issue to Tim

*Wade received a quote \$10,452 for the removable competition handrails for the competitive high school gym, these can be removed and used in new bleachers in the future. A bigger concern is that the top three steps are different levels. Handrails may help this issue.*

*Scott indicated that this is code issue, but the bleachers have been grandfathered in to meet code currently. This would not be a health and safety approved expense. It could be placed on the LTFM budget for the district for consideration in the future.*

B. HS Ag Room Ventilation project update.

- Second small unit submitted to HS Capital (Hennen). Action carried out? Results? (Kocherer)
  - Submitted to capital and not approve
  - Dave Hoffman will take to Superintendent

*There continues to be a problem with ventilation during the engine class. Currently they are working around way to elevate the fumes. It is recommended that the district purchase a 2nd ventilation system to help the ventilation. This is an approved H&S project. Lisa will enter the purchase on the MDE's H&S system and Wade will follow up with the purchase.*

C. District Crisis plan update status. Tornado Drill Day Procedures. Evac. Plan updates to the book. Progress report?  
(Dave H.)

- Recommendation to add 2 additional evacuation routes was turned down
- Sped concern – safety of mobility of 7 students
- Suggestion to move the evacuation chair from the ES to the HS
- Deb, Jen, and Wade will work together to get plan worked out as far as to where to install the evacuation chair in the HS
- Suggestion: Order Tuck & Carries

*This item has been addressed. At the high school the SPED bathrooms have been identified for sever weather. Fire all has been taken care of. Two tuck and carry were purchased for the Elementary school.*

*New discussion - There are different scenarios for fire vs sever weather. Mr. Wilke asked about safe rooms. Mr. George talked about safe room vs. staged evacuation information. Staged Evacuation is the easiest to comply with. The Fire Marshall would have to determine Safe Room and Staged Evacuation. There are different levels for each (grade a,b,c,d...) Wade will contact Fire Marshall and work with fire and severe weather recommendations. He will update at the next meeting.*

D. Tree Removal by the HS Dumpster/Tech Parking? Action Taken? (Kocherer)

- Miller will look at tree and we will revisit at next meeting

*Wade will investigate more. Update at next meeting.*

E. Press Box Wiring update? Observations? (Jeremy)

- Tom Dasovich – just order new setup, no repairs can be done to fix it
- Submit work order

*Item has been taken care of.*

F. Stools for the Elem update? Prices delivered to Marnie? (Allison and John)

- Allison will revisit with Marnie
- Wade would like to have more discussion regarding requirements, safety concerns, moving tack strips, etc

*Item has been addressed. Recommend step stools in each pods. Marnie will look into.*

G. MSDS to Safety Data Sheets...Has that transition begun in WM? (Wade and Steve)

- Online copies (discs) that are live updates
- Paper copies are not needed

*Mr George gave information about paper copies - it has to be accessible. If the district goes to full electronic everyone has to have access. HS Science department is set up that way. Determined that one copy of paper is necessary for people coming into the buildings. All buildings need access if go electronic system frequent users Dave will come up with a list of staff that would need to be trained on the electronic copy system.*

## **VI. Building / Department Reports**

- A. OSHA / Incidence Reports (Deb Clark) - *MS open gym is dangerous. MS drinking fountain have had a couple of slips.*
- B. Facilities / IAQ report (Wade and Scott George) - *two complaints - 1) AHU being down. 2) IAQ problem, checked it out and nothing was found to be a problem.*
- C. District Level - *nothing*
- D. Chemical Officer Report (Dave Hoffman / Jeremy Bosquez) -
  - Annual Hygiene officer training - *both Dave and Jeremy attended this school year*
- E. Primary - *nothing*
- F. Elementary - *nothing*
- G. Middle School - *nothing*
- H. High School - *Jim Kocher - need to get word out to staff to bring concerns to the building representatives to staff.*
- I. Other - *Flu shot today at*

**VII. Adjournment** - *Wade made the motioned to end the meeting and Dave seconded.*

**Next meeting date Friday, January 20, 2017**