**Checklist of E/OHS Activities for AWAIR**

Program Contact Person: Brian Mohr

Is the AWAIR Plan in place? Yes No N/A

Is the Plan current? Yes No N/A

Has the Plan been reviewed this school year? Yes No N/A

Is the Safety Committee organized? Yes No N/A

How often are meetings held? Quarterly

Are minutes of the meeting maintained? Yes No N/A

 Location: Buildings and Grounds office

 Posted: not at this time

How is the program communicated to employees? All staff training is one method. Intranet is also an additional vehicle

Who is the Contact Person for OSHA 300? Tina Vorlechek

Is the OSHA 300A Log completed for the previous calendar year? Yes. Posted Feb.1 2013.

Have the Logs been maintained for five (5) years? Yes

 Location: Activities Manual

Is the Log posted from February 1 until April 30? Yes

The location/s of the posted log: Each building office bulletin board or staff work room.

Is information on injuries recorded on the Log with five (5) working days? Yes No N/A

Note: The logs were posted as of February 1st and distributed to each building to be posted in work rooms.

### Minnesota Labor Law required postings

|  |
| --- |
| Unemployment Insurance |
| Minnesota OSHA |
| Age Discrimination |
| Workers' Compensation |
| Minimum Wage |

## Federal Labor Law required postings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Building | **Posting Location** | FMLA | EPPA | FLSA | EEO |
| **District Office** | **Break Room** |  | **X** | **X** | **X** |
| **High School** | **Custodial** |  |  |  |  |
| **Middle School** | **Work Room** | **X** | **X** | **X** | **X** |
| **West Elementary** | **Custodians****Room** | **x** | **X** | **X** | **X** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Minnesota Labor Law required postings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Building** | **Posting location** | **Unemployment Insurance** | **Minnesota OSHA** | **Age Discrimination** | **Workers' Compensation** | **Minimum Wage** |
| **District Office** | **Break Room** | **X** | **X** |  | **X** |  |
| **High School** | **Custodial** |  |  |  |  |  |
| **Middle School** | **Work Room** | **X** | **X** | **X** | **X** | **X** |
| **West Elementary** | **Custodians****Room** | **X** | **X** |  | **X** | **X** |
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|  |  |  |  |  |  |  |

Survey conducted 1/19/2012 By Brian Parrie

**Safety Committee – Meeting Schedule**

|  |  |  |
| --- | --- | --- |
| Date | Location | Time  |
| 9/17/2013 | Central Office Conference RM | 3:30 pm  |
| 10/2/2013 | Central Office Conference RM | 3:30 pm  |
|  |  |   |
|  |  |   |

District Safety Committee/ Wellness Committee Members 2013-14

**Member Position Building**

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Note: Tina Vorlicek is the contact person for minutes. See her for updates. She typically emails the notes after each meeting. Meetings are going to start being held with the insurance representatives in the future.