



Health and Safety Management Assistance SERVICE AGREEMENT

Member Agency: Medford Public Schools

ISD: 763

Superintendent: Rich Dahman

Phone: (507) 451-5250

Business Manager: Lylia Iverson

Buildings and Grounds: Sean Heaney

The above named member requests **Health and Safety Management Assistance** pursuant to the following conditions:

Term of Service: July 1, 2017 through June 30, 2018

The Southeast Service Cooperative Health and Safety Management Assistance Provider, CESA 10, will provide the following services:

1. Identify and prioritize health and safety concerns.
2. Perform a mock OSHA audit and follow-up visit at each district to identify hazards and prevent redevelopment of hazards.
3. CESA will utilize the expertise of their technical staff to perform these audits using our iAuditor software. The detailed reports will include the project name, facility/site location, date and time of the audit, consultants performing the audit, and general facility information including building occupancy. It will also highlight issues requiring action, such as:
 - Environmental health and safety findings in each audited area
 - Descriptions of the findings
 - Room numbers or area location of the findings
 - Pictures of the findings
 - Suggestive corrective actions for the district wherever possible
4. During these audits, CESA will look to identify any issues in direct violation of Department of Labor & Industry (DLI), Minnesota OSHA, and Federal OSHA compliance. Most common findings include, but are not limited to: shop safety, lack of machine guarding, improper chemical storage, exposure to blood borne pathogens, blocking electrical panels, and entering confined spaces.
 - Audits will be completed during the fall of 2017 by a team of CESA experts.
 - A follow-up contact with each district will be provided in the spring of 2018 to review action items/issues identified in the initial audit as well as review of mandatory training records with district personnel.

In addition to the mock-OSHA services outlined above, Southeast Service Cooperative will:

1. Serve as an informational resource regarding current Long-Term Facility Maintenance and Health & Safety issues.
2. Provide third party evaluation and/or confirmation for Long-Term Facility Maintenance and Health & Safety funding.

Note: Health & Safety Management Assistance is outside the scope of the Basic Environmental Health & Safety Services provided by IEA.

Service Fee: The annual service fee is a base fee of \$375 for each district and .004 of a cent multiplied by the district's total square footage with a maximum of \$2,400. The Minnesota Department of Education has confirmed authorization for the district to levy for recovery of the balance (the net fee).

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| a) Base Fee: | \$375.00 |
| b) Total District Square Footage: | 145,000 |
| c) Multiplier: | .004 |
| d) Service Fee (c times b plus a, maximum of \$2,400): | \$955.00 |

Medford Public Schools, ISD #763

Southeast Service Cooperative

Signature of Chief Administrator

Signature of Executive Director

Typed Name

Date

Suzanne Riley

Typed Name

Date