

Safety Committee Meeting

January 29, 2019

3:30 p.m.

Room A

Notes

Name		Role
Tenneal Wetherell	X	Chairperson
Kathleen Stauff	X	Administration
Mike Baumer	X	Safety Officer
Laurie Foster	A	Licensed Representative
Robert Wheaton	X	Behavior Team
Sharon Rebischke	A	Gold Beach Representative
Tammy Yeager	X	Classified Representative
Kathy Metzger	X	Confidential Employee
Tara Dane	A	Classified Employee
Cynthia Barthuly	X	Administration

I. Minutes

Action Item review

ACTION – Kathy to send in house email when spraying occurs next. COMPLETE

ACTION – The team requested to have a calibration training so all inspections will be the same.

MOVED TO MARCH MEETING

ACTION – The safety committee secretary will follow up with program admin/specific individuals to fix inspection fails. COMPLETE

ACTION – Kathleen generated a list and will work with Cynthia to replace expired items and provide new items. Complete by January 29 meeting. COMPLETED

ACTION - WebEX system cord in board room needs a trip cover. COMPLETED

ACTION - Mike to make suggestion box for EI/ECSE classroom downstairs in the central office. COMPLETED

~~ACTION – Kathy to make updates and complete the form.~~

ACTION – Tara to follow up with Sharon R and Christina Waller on EI/ECSE fire drill information for GB office classroom. FOLLOWED UP/NO REPORT

ACTION – Kathy M to assign to Kathleen Stauff to complete by 1/29/19. COMPLETE

Action – Kathy to type up, compare with state/federal requirements and bring for discussion to 1/29/19 meeting. COMPLETE

ACTION – stickers were ordered and will be distributed to secretaries to apply as items are checked with the SDS document and put in the classrooms. COMPLETE

ACTION – Add stickers to SDS sheet/process. COMPLETE

ACTION – Tenneal will update the draft and an email will be sent prior if inclement weather is imminent. COMPLETE

ACTION – The team agreed to the draft of goals presented. COMPLETE

ACTION - Tammy and Kathleen to review and highlight in the current form what they don't use and add any list items missing. The team will review at the January 29, 2019 meeting. TODAY

ACTION – No non-staff members are allowed to use the wellness center equipment. COMPLETE

II. Reports:

- A. Review of 801's / Accidents – 801 in Jan 2019
ACTION – CORRECT RILEY CREEK TO GBHS
- B. Review of Accident Investigations
ACTION – SAFETY TEAM SUGGESTS BEHAVIOR TEAM TO WORK W/BLOSSOM GULCH – 5 BITES – AWARENESS/TRAINING/SENSORY NEEDS FOR STUDENT
ACTION – WEAR BITE GUARDS
- C. Safety Concerns -
Discussion of fire drill on 1/28 involving community members, testing issue and do we need to have alarms/lights on outside of building. Mike requested checklist people don't rush the re-enter as they need to confirm checklists before turning off the alarm.
Discussion of staff needing to recognize they need to drop and move, not to finish up task at hand.
ACTION – KATHY TO EMAIL BARB TO ASK TEACHERS CHECK CLASSROOM ENVELOPES FOR SAFETY SUGGESTIONS AND BRING TO FUTURE MTGS.
ACTION – TENNEAL REPORTED DEEP HOLE IN PARKING LOT DRIVEWAY.
ACTION - MIKE TO FILL HOLE WITH GRAVEL.
ACTION – THE TEAM AGREED STAFF NEEDS TRAINING FOR SAFETY AWARENESS AND WHAT HAZARDS LOOK LIKE. KATHY TO RESEARCH/SET UP.
ACTION – KATHY TO ORDER SIGNS FOR DOORS – DO NOT ENTER TO PLACE IN FRONT OF ENTRY DOORS DURING FIRE DRILLS.
- D. Fire Drill / Classroom Drill Records
CB office – 1/28/19
GB office -
ACTION – KATHY TO FOLLOW UP WITH SHARON R.
- E. Facility Inspections – discussion of need for inspection calibration.
Next Central Office inspection 2/14/19
ACTION – KATHY TO SHARE INSPECTION REPORT WITH THE TEAM– QUARTERLY SCHEDULE
ACTION – KATHY TO FIND AN INSPECTION CLASS
ACTION - Mike and Bobby to attend a class how to do an inspection.
- F. Behavior Team – incidents off of system – data charts from that information specific to students.
Meeting next week to review incidents – next steps for interventions.
ACTION – CYNTHIA AND KATHLEEN TO CONTINUE WORK AT THE CLASSROOM LEVEL.
ACTION – KATHY TO SEND 801 EXCEL INFORMATION TO CYNTHIA/KATHLEEN
- G. SAIF – review of current report

III. Old Business

- A. Fire/Safety drill white paper -
ACTION – COPIES TO THE MAINT/SAFETY BRAINS, NEXT TO ALARM
ACTION – SHUT OFF INSTRUCTIONS NEXT TO ALARM
- B. Fire/Safety drill information to GB EI/ECSE classrooms
ACTION – KATHY TO SHARE/CONFIRM WITH SHARON
- C. Review Millnercrest 12/7/18 - REVIEW OF TAMMY'S INPUT ON INSPECTION FORM
ACTION – ADD MOTOR EQUIPMENT IN GOOD WORKING ORDER – WHO TO CHECK??
ACTION – CYNTHIA/REGIONAL STAFF CHECKING ON SCESD EQUIPMENT
ACTION – LIABILITY – TENNEAL TO CONTINUE WORKING ON THIS.
- D. Review central office inspection – storage discussion – MOVE TO FEB MTG
- E. EI/ECSE backpack inventory – MOVE TO FEB MTG

IV. New Business

A. Safety campaign

- Posters – review of posters and where to be posted.

ACTION – POSTERS ORDERED -

- SDS & Safety Sticker Process – review of drafts.

ACTION – TENNEAL TO HAVE THE FINAL DRAFT AT FEB MTG

ACTION – KATHY & TENNEAL TO PASS OUT AT MARCH MEETINGS.

- Accident sign – IN USE. STAFF NOTICED WHEN WE HAD AN ACCIDENT

- Safety coupon – review of handout, electronic version, update coupon for electrical distribution, what happens organizationally.

ACTION – TENNEAL TO UPDATE DRAFT AND HAVE READY FOR FEB MTG.

ACTION – FOR 19/20 ALL STAFF DAY

Additional items:

OT/PT equipment safety check report discussion.

ACTION – BOBBY SUGGESTED CHECK CARDS FOR PIECE OF EQUIPMENT (LIKE MONTHLY FIRE EXTINGUISHER CHECK) – QUICK DAILY CHECK BY EMPLOYEES

B. Future goals –

Job analysis

February meeting agenda items:

Tammy to share books used at Milner Crest to prepare students for fire drills.

Storage discussion