

# Safety Committee Meeting

January 29, 2019

3:30 p.m.

Room B

## Agenda

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

### I. Minutes

#### Action Item review

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

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

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

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

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

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

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.

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

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

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.

ACTION – Add stickers to SDS sheet/process.

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

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

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.

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

## II. Reports:

- A. Review of 801's / Accidents – 801 in Jan 2019
- B. Review of Accident Investigations
- C. Safety Concerns
- D. Fire Drill / Classroom Drill Records
  - CB office
  - GB office
- E. Facility Inspections
  - Next Central Office inspection 2/14/19
- F. Behavior Team
- G. SAIF

## III. Old Business

- A. Fire/Safety drill white paper
- B. Fire/Safety drill information to GB EI/ECSE classrooms
- C. Review Millnercrest 12/7/18 (copy of form in w/agendas)
- D. Review central office inspection – storage discussion
- E. EI/ECSE backpack inventory

## IV. New Business

- A. Safety campaign
  - Posters
  - SDS & Safety Sticker Process
  - Accident sign
  - Safety coupon
- B. Future goals –
  - Job analysis