

Safety Committee Meeting

October 22, 2019

3:30 p.m.

Board room

AGENDA

Committee members

Tenneal Wetherell
Cynthia Barthuly
Mike Baumer
Terry Plotz
Shelby Parks
Kathy Metzger
Sharon Rebeschke
Lisa Wendel
Bobby Wheaton
Tammy Yeager

Chairperson
Administration
Safety Officer
Licensed representative
Licensed representative
Confidential representative
Gold Beach representative
Behavior Team representative
Classified representative
Classified representative

I.CIP Goals

Develop and implement organizational safety goals.

- i. Identify safety marketing campaign needs monthly based on data.
- ii. Develop an action plan based on check point data review on safety hazard identification/remediation monthly.
- iii. Pinpoint trainings based on injury data by August 30, 2020.
- iv. Develop and implement OSHA safety team goals based on data needs
- v. Given that SCESD is in the high cost risk pool, the safety team will monitor the rate of 801s monthly, determine if organization wide interventions are necessary and intervene as needed by June 30, 2020.
- vi. Given the variety of catastrophes that could transpire at any organization (i.e. earthquake, environmental disaster, intrusion etc.) SCESD will have detailed plans and staff training for identified catastrophes by June 30, 2020.
- vii. Given the introduction of students to the Coos Bay and Gold Beach Office sites, conduct a review of necessary emergency practices and develop systems to adhere to best practices in this new context by June 30, 2020.

II. Action Items to review

ACTION - The team will go paperless for meetings by September. Moved to October.

ACTION – Tenneal to bring what an incident and an accident is to October Leadership meeting to have managers retrain.

ACTION – Kathy to add a column to the data set indicating the number of years the staff have worked for the ESD by October meeting.

ACTION – Brandie to have Mike investigate the last reported incident.

ACTION – Kathy to follow up and find out who conducted and what the results of prior investigations and bring them to the October meeting.

ACTION – Kathy to follow up with Cynthia on incident report that was not included in the data by 9/27.

ACTION – Tenneal to compose a response to the staff member who had a concern about the homeless near the building for the safety team by 10/4.

ACTION – Kathy will follow up with Allyson/Tammy for Coquille/Brookings fire drills by 9/27.

ACTION – Kathy to follow up with Kathleen for facility inspections for Bandon and CB classrooms, Tammy for Coquille, Sharon for the GB office by Friday, 9/27.

ACTION – After reporting the CB building inspection Tenneal will work with the Business Office, Mike dealt with the Nursing issue, Tammy took care of the Wellness room issue, Tenneal will work with the IT department on their issues, the Regional issues have been given 90 days to clean up, and Maintenance is working on the loft issues. All to report back at 10/22 meeting.

ACTION – Kathy to contact Kathleen for monthly behavior report by 10/22.

ACTION – Tenneal to ask PACE to schedule a training for the ESD next year by 6/2020.

ACTION – Tenneal to follow up on pick up/drop off/speed issues in the lower lot by 10/29.

ACTION – Tenneal and Dave will develop a drive slowly/safely campaign for the Coos Bay campus by 10/29.

ACTION – Kathy to send the link to the OSHA trainings to Terry and Mike by 9/27.

ACTION – Tenneal to talk to Tara about scheduling the earthquake drill by 9/30.

ACTION – Tenneal to provide to earthquake information to Leadership for input by 9/30.

ACTION - Dave and Kathy to send information out on 10/1 and 10/15

ACTION - Terry to work with Kathy to set up a presentation to SCESD staff on Cascadia

ACTION – Rachel will order the parts for the ECC swing installation.

ACTION – Kathy to put a Sysaid in to facilitate installation of the swing.

ACTION - Tara resigned her position effective 9/24/19.

ACTION – Bobby to represent the classified position.

ACTION – Kathy to ask Kathleen for a Behavior team member.

III. Minutes

- A. Review/approve minutes from 9/19

IV. Reports

- A. Review of 801's / Accidents
- B. Review of Accident Investigations
- C. Safety Concerns
- D. Fire Drill/Classroom Drills
 - CB office
 - GB office
- E. Facility Inspections
- F. Behavior Team
- G. SAIF report

V. Old Business

- A. Repack/waterproof emergency kits – Kathy & Mike
- B. Parking lot slow down – get volunteers

VI. New Business

- A. Safety investigation process

VI. Future

Next meeting – Tuesday, November 26th at 3:30 pm in the board room.