

Safety Committee Meeting

February 26, 2019

3:30 p.m.

Board room

Minutes

Committee members

Mike Baumer

Tara Dane

Shelby Parks

Kathy Metzger

Sharon Rebeschke

Kathleen Stauff

Bobby Wheaton

Tammy Yeager

Safety Officer

Classified representative

Licensed representative

Confidential representative

Gold Beach representative

Administration

Behavior Team

Classified representative

Absent:

Tenneal Wetherell

Cynthia Barthuly

Laurie Foster

Chairperson

Administration

Licensed representative

I. Minutes

Action Items to review

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

KATHY TO FIND CLASSES THROUGH OSHA FOR EITHER THE WHOLE TEAM OR FOR BOBBY/MIKE TO ATTEND AND SHARE

ACTION – Tara to follow up with Sharon R and Christina Waller on EI/ECSE fire drill information for GB office classroom. FIRE DRILL TO BE SCHEDULED BY 3/15

ACTION – SAFETY TEAM SUGGESTS BEHAVIOR TEAM TO WORK W/BLOSSOM GULCH REPORT OF 5 BITES – AWARENESS/TRAINING/SENSORY NEEDS FOR STUDENT. KATHLEEN WILL CONTINUE TO MONITOR

ACTION – KATHY TO EMAIL BARB TO ASK TEACHERS CHECK CLASSROOM ENVELOPES FOR SAFETY SUGGESTIONS AND BRING TO FUTURE MTGS. COMPLETED AND WILL CONTINUE TO REMIND

ACTION – TENNEAL REPORTED DEEP HOLE IN PARKING LOT DRIVEWAY THAT NEEDS TO BE FILLED AND REQUESTED MIKE FILL HOLE WITH GRAVEL BY 2/1/19. COMPLETED

ACTION – THE TEAM AGREED STAFF NEEDS TRAINING FOR SAFETY AWARENESS AND WHAT HAZARDS LOOK LIKE. KATHY TO RESEARCH/SET UP FOR ALL STAFF DAY. KATHY WILL BRING FORWARD

ACTION – KATHY TO ORDER SIGNS FOR DOORS “DO NOT ENTER” TO PLACE IN FRONT OF ENTRY DOORS DURING FIRE DRILLS. COMPLETED & TRIAL RUN

ACTION – KATHY TO FOLLOW UP ON GOLD BEACH FIRE DRILL WITH SHARON R. COMPLETED

ACTION – KATHY TO SHARE INSPECTION REPORT WITH THE TEAM– ON A QUARTERLY SCHEDULE COMPLETED

ACTION – KATHY TO FIND AN INSPECTION CLASS FOR MIKE AND BOBBY TO ATTEND. SEE ABOVE

ACTION – CYNTHIA AND KATHLEEN TO CONTINUE SAFETY WORK AT THE CLASSROOM LEVEL. ON GOING

ACTION – KATHY TO SEND 801 EXCEL INFORMATION TO CYNTHIA/KATHLEEN
COMPLETED

ACTION – FIRE ALARM SHUT OFF INSTRUCTIONS NEXT TO ALARM BOX –
KATHY HIGHLIGHTED #8 AND WILL POST NEXT TO THE FIRE ALARM

ACTION – KATHY TO SHARE/CONFIRM EI/ECSE CLASSROOM INFORMATION
WITH SHARON - COMPLETED

ACTION – KATHY TO ADD MOTOR EQUIPMENT IN GOOD WORKING ORDER TO
INSPECTION FORM. COMPLETED

ACTION - CYNTHIA/REGIONAL STAFF WILL CHECK ON SCESD EQUIPMENT

ACTION – TENNEAL TO CONTINUE WORKING ON EQUIPMENT REPAIR LIABILITY
QUESTION – WORKING WITH PACE

ACTION – SAFETY POSTERS ORDERED – NEED TO BE LAMINATED AND WHERE
WILL THEY BE POSTED? WAITING ON NEW LAMINATOR -

ACTION – TENNEAL TO HAVE THE FINAL SDS PROCESS AT FEB 26 MTG TODAY

ACTION – KATHY & TENNEAL TO PASS SDS STICKERS AND PROCESS OUT AT
MARCH MEETINGS. BY 3/18.

ACTION – TENNEAL TO UPDATE SAFETY COUPON DRAFT AND TO BEGIN USE
ON 19/20 ALL STAFF DAY BY AUGUST

ACTION – BOBBY SUGGESTED CHECK CARDS FOR PIECE OF EQUIPMENT (LIKE
MONTHLY FIRE EXTINGUISHER CHECK) – CYNTHIA WAS REQUESTED TO
DEVELOP A EQUIPMENT CHECK OUT FORM AND CARD.

ALS HAS A FORM AND KATHLEEN WILL SHARE WITH DEPARTMENTS

II. Reports

A. Review of 801's / Accidents – The team reviewed the reports.

B. Review of Accident Investigations - None

C. Safety Concerns - None

D. Fire Drill / Classroom Drill Records

CB office – reviewed 2/22 fire drill

ACTION - Updated forms will be sent out by 3/1.

GB office -

ACTION - Kathy to send Roll Call forms to Sharon by 3/1.

ACTION - Sharon to schedule 2 fire drills – one for the office and one for EI
classroom by 3/15.

E. Facility Inspections

- Report on Central Office inspection 2/14/19.

ACTION – SCHEDULE AN INSPECTION IN THE GB OFFICE - Kathleen
offered to do inspection with Sharon on Thursday 2/28

ACTION – Tammy to do Coquille's and Milner's by 3/15.

ACTION – Kathleen's classrooms completed by 3/30.

F. Behavior Team – Kathleen reported on Cynthia's information. No major
issues but still some non-compliance. Behavior specialist to Madison to assist
with a student, working to revamp the Behavior team, the meeting dates are
already set with an after school time but not currently working for specialists.
It would help next year to have a staff member specific for behavior.

G. SAIF report – review of report. Still at 3 claims.

III. Old Business

A. EI/ECSE backpack inventory -

The team reviewed Tammy's list and discussed:

- will we ask every classroom to have emergency supplies and where to
store them?

ACTION - Kathy to bring research back for what is suggested by OSHA

Would a backpack size would be more reasonable, put a coat hook up for the backpack near the door?

EI have their emergency drill books and backpacks ready to go out the door for fire drills.

ACTION – Kathy and Tammy will work on a list/price out, price backpack and recommend trash cans/back packs for central office/gold beach office/ESD classrooms by April Safety Committee meeting.

B. Hazard identification discussion:

- Bring SAIF in for a training
- OSHA online trainings
- Administrators to review with staff
- Incentivize hazard reports

Discussion of what type of hazards need to be reported, and what would be considered applicable to staff. The team agreed to approach this at a high level – there are hazards everywhere.

ACTION – need for higher level training, make a plan, every month review 801/Accident reports and have safety committee recommend topics to program administrators for the following month.

ACTION – create a Safety Tip of the month email to send to all staff separately from the Bulletin Board and include in stall talks.

C. Safety Data Sheet & Safety Sticker Process -

ACTION – Kathy to take to Secretaries meeting on 3/13 for implementation by the end of April.

ACTION – Kathy to provide stickers for the GB office to Kathleen by 2/28.

IV. New Business

A. The need for other drills than Fire/Safety, i.e., active shooter, earthquake.

The team discussed the need to have other drills, the need for additional sound for fire drills, individual departments/offices need to review lockdown and earthquake drills with staff, Central Office will need to do earthquake drills when ECSE classroom moves in,

ACTION – The team agreed to do 2 lockdown and 2 earthquake drills over the course of the year. **WHO WILL BE DOING THE TRAINING?**

ACTION - Mike will work with Brandie to schedule one of each by the end of March.

ACTION – Mike to update/fix emergency lights on the lower level for the ECSE classrooms by June 30.

B. What are the fire drill parameters for the ECSE classroom in the Central Office?

Kassie provided information (email attached in the agenda) – initially the classroom asks for 2 days of preparation given the new location/sounds.

ACTION – the classroom to use the book Tammy has for Milner to prepare.

ACTION – Mike/Brandie/Kathy to communicate with the classroom/staff to know date/time of the drill.

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

ACTION – Kathleen to send boardmaker cards to Tammy.

D. GBE AR – Staff Health and Safety – Safety Rules

ACTION – The team to review for editing/deletion and bring back to April

meeting.

E. Additions to the agenda:

- Move exit route information to eye level on program/office walls/doors

ACTION – Mike will move the routes to a more accessible level by the end of March.

ACTION – Bobby/Kathy to ask CB district to provide exit route for McKenzie House by March 15 to be used for the remainder of the school year.

- Sample emergency information from Cynthia/Willamette ESD

Discussion of our information and the sample, combine the two, ALS classrooms already have these,

ACTION – use the concept but with our information. Shelby, Tammy and Cynthia to create a draft and bring to the April meeting.

To lock or unlock the doors at the west end of the building?

Discussion of history of locking the doors/perimeter doors because of potential threats to staff in the building, the pros of having the doors unlocked = quick accessibility, cons – people lost/not finding the offices.

ACTION – take to Leadership team meeting on 3/11. And back to safety committee in April.

F. Future goals –
Job analysis

March meeting agenda items: