

Safety Committee Meeting

February 26, 2019

3:30 p.m.

Board room

Agenda

Committee members

Tenneal Wetherell
Cynthia Barthuly
Mike Baumer
Tara Dane
Laurie Foster
Kathy Metzger
Sharon Rebeschke
Kathleen Stauff
Bobby Wheaton
Tammy Yeager

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

I. Minutes

Action Items to review

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

ACTION – Tara to follow up with Sharon R and Christina Waller on EI/ECSE fire drill information for GB office classroom.

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

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 THAT NEEDS TO BE FILLED AND REQUESTED MIKE FILL HOLE WITH GRAVEL BY 2/1/19.

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

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

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

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

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

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

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

ACTION – FIRE ALARM SHUT OFF INSTRUCTIONS NEXT TO ALARM BOX

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

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

ACTION - CYNTHIA/REGIONAL STAFF WILL CHECK ON SCESD EQUIPMENT
ACTION – TENNEAL TO CONTINUE WORKING ON EQUIPMENT REPAIR LIABILITY QUESTION

ACTION – SAFETY POSTERS ORDERED – NEED TO BE LAMINATED AND WHERE WILL THEY BE POSTED?

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

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

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

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.

II. Reports

- A. Review of 801's / Accidents
- B. Review of Accident Investigations
- C. Safety Concerns
- D. Fire Drill / Classroom Drill Records
 - CB office
 - Updated forms
 - GB office
- E. Facility Inspections
 - Report on Central Office inspection 2/14/19
- F. Behavior Team
- G. SAIF report

III. Old Business

- A. EI/ECSE backpack inventory
- B. Hazard identification discussion:
 - Bring SAIF in for a training
 - OSHA online trainings
 - Administrators to review with staff
 - Incentivize hazard reports
- C. Safety Data Sheet & Safety Sticker Process

IV. New Business

- A. The need for other drills than Fire/Safety, i.e., active shooter, earthquake
- B. What are the fire drill parameters for the ECSE classroom in the Central Office?
- C. Tammy to share books used at Milner Crest to prepare students for fire drills.
- D. GBE AR – Staff Health and Safety – Safety Rules
- E. Additions to the agenda:
 - Move exit route information to eye level on walls/doors
 - Sample emergency information from Cynthia/Willamette ESD
- F. Future goals –
 - Job analysis

March meeting agenda items: