

Safety Committee Meeting

April 30, 2019

3:30 p.m.

Board room

Minutes

Committee members

Tenneal Wetherell

Cynthia Barthuly

Laurie Foster

Kathy Metzger

Kathleen Stauff

Tammy Yeager

ABSENT

Mike Baumer

Tara Dane

Sharon Rebischke

Shelby Parks

Bobby Wheaton

Chairperson

Administration

Licensed representative

Confidential representative

Administration

Classified representative

Safety Officer

Classified representative

Gold Beach representative

Licensed representative

Behavior Team

I. Minutes

ACTION Items to review

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

ACTION – SAFETY TEAM SUGGESTS BEHAVIOR TEAM TO WORK W/BLOSSOM GULCH AWARENESS/TRAINING/SENSORY NEEDS FOR STUDENT. COMPLETED

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

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

ACTION – TENNEAL TO CONTINUE WORKING ON EQUIPMENT REPAIR LIABILITY QUESTION.

Tenneal checked with PACE, this is currently not being done in districts. Liability would go up if donated equipment not fixed by a qualified/certified person.

What makes that person qualified/certified – they would need to be certified by a company.

OUTCOMES:

1. To ensure distributed equipment is in good working order. SAFETY CHECK SAFETY COMM/PROGRAM TO CHECK IN/OUT EQUIPMENT.

2. We will fix/repurpose equipment and distribute? – LIABILITY
Standard for repair/repurpose?

*Brandie suggested connecting the parents – donor and family in need.

QUESTIONS TO THE REGIONAL PROGRAM:

1. What is the frequency that we take parts and “fix” another piece of equipment?

2. What does “fix” mean?

3. What’s the continuum – creating a new product or reusing a part of equipment
Where’s the line – keep/reuse to throw/send away?

QUESTIONS TO THE SAFETY COMMITTEE

1. What level of liability are we comfortable with?

NEXT STEPS -

Step #1 already in process.

Step #2 Laurie to have informal conversations with Regional program.

Step #3 Rules for safety seats, etc that have laws attached.

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

Review of the second draft of email safety coupon Tenneal -

ACTION – Safety award emailed to staff, uploaded into Frontline for use, to Secretary/Manager for approval. COMPLETED

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

ACTION – Cynthia to research bar code scanner inventory process and report by May meeting.

ACTION - Move exit route information to eye level on walls/doors.

Short term – Kathy will provide laminated copies to place at eye level.

Final solution – to be completed over the summer.

ACTION – Mike to update/fix emergency lights on lower level for the ECSE classroom by 6/17.

ACTION – Kathleen to send boardmaker cards to Tammy. COMPLETED.

II. Reports

A. Review of 801's / Accidents - NONE

B. Review of Accident Investigations - NONE

C. Safety Concerns - NONE

D. Fire Drill / Classroom Drill Records

CB office – 4/24/19

GB office -

E. Facility Inspections

ACTION – KATHY COMBINE FIRE DRILL/INSPECTION FORMS

ACTION – KATHY TO EMAIL KASSIE – AZALEA NEEDS TO DO DRILLS/INSPECTION

F. Behavior Team – Cynthia reported and reviewed graph.

G. SAIF report – Reviewed and forwarded to the SCESD board for review at the May 13th board meeting.

III. Old Business

A. Emergency preparedness discussion –

EI/ECSE and building recommendations:

1. Programs contribute and purchase a large garb can w/catastrophe materials for 200 people, hand crank radio, no battery flashlights, sewing kits, additional shelters.

ACTION – Kathy will finalize a quote and present to the Leadership team in June, 2019.

2. Medication – a letter is already sent to parents with a disclaimer. When the parents respond to the letter the program will follow up with parents.

3. Active shooter – Administrators are working on.

4. Back packs for itinerant staff – the team discussed the possibility of check in/out.

- ACTION** – Kathy will get quotes for backpacks and present to the Leadership team in June.
5. Catastrophe Subcommittee
ACTION – Kathy to add to May Leadership team meeting agenda.
6. Catastrophe communication book
ACTION – Tenneal to reach out to John Woodland.
- B. Hazard identification discussion:
- Bring SAIF in for a training during All Staff Day/In service week
ACTION – On the list of trainings for in service week
 - OSHA online trainings
 - Administrators to review with staff
 - Incentivize hazard reports
- C. Continued discussion of the possible need for other drills than Fire/Safety, i.e., active shooter, earthquake
ACTION – To be given to Catastrophe subcommittee
- D. Review of GBE AR – Staff Health and Safety – Safety Rules
The team discussed and agreed to keep the policy and delete the AR.

IV. New Business

- A. Review safety goals/campaign
- **ACTION** item counter on web site – tabled to next meeting
 - Safety signs are up and making three more – Kathy ordered for ALS.
ACTION – Kathy to laminate and deliver to ALS by 5/13.
 - Hire to retire – the Leadership team is working on awareness through the employment continuum.
 - Trainings on safety data from staff – tabled to next meeting.
- B. History for safety brain - Tenneal presented draft.
ACTION – the committee approved the draft and Kathy will place in the Safety manual by next meeting.
- C. Additions to the agenda: none.
- D. Future goals –
Job analysis