

# Safety Committee Meeting

August 28, 2019

3:00 p.m.

Room B

## NOTES

### Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Tara Dane

VACANT

Shelby Parks

Kathy Metzger

Sharon Rebischke

Kathleen Stauff

Bobby Wheaton

Tammy Yeager

Chairperson

Administration

Safety Officer

Classified representative

Licensed representative

Licensed representative

Confidential representative

Gold Beach representative

Administration

Behavior Team

Classified representative

Absent: Tenneal Wetherell, Kathleen Stauff

### 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.

Develop and implement OSHA safety team goals based on data needs

- iv. 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.
- v. 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.
- vi. 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.

### Action Items to review

**ACTION - The team will go paperless for meetings by September. KATHY WILL WORK WITH IT SCHEDULE**

**ACTION – SCESD staff/TAMMY to discuss with Coquille district and if no document will provide a copy of the SCESD Safety Plan by September meeting.**

**ACTION – Kathy to verify with SCESD GB office that they have copies of the Safety Plan in place for EI/ECSE and building by September meeting.**

**COMPLETED**

Need for catastrophe plan and implementation

## **ACTION ITEMS FROM JULY MEETING**

**ACTION - Tammy, Kathy M, and Kathleen S. to set up catastrophe supplies by 9/30.**

**ACTION – Kathy to update and bring final draft of vehicle checklist to August meeting. THE EXTINGUISHERS ARE KEPT IN THE BACK OUT OF REACH OF THE STUDENTS.**

**TEAM APPROVED FINAL DRAFT.**

## **II. Approve minutes from last month**

### **III. Reports**

- A. Review of 801's / Accidents – no new reports
- B. Review of Accident Investigations – none
- C. Safety Concerns - none
- D. Fire Drill/Classroom Drills
  - CB office – July 16, 2019
  - GB office – August 21, 2019
- E. Facility Inspections – in September
- F. Behavior Team – in September
- G. SAIF report – no changes from July report

### **IV. Old Business**

A. First Aid kits – Cynthia reviewed the plan discussed in July. She met with Rose Smith today who will provide a resource list, provide a kit for Reedsport, and will reach out to programs, program vehicles, and the GB office. Ahead of schedule.

**ACTION – Cynthia to bring first aid resource list at the August meeting.**

Kathy has first aid kit list. Reviewed with Rose Smith – delivering first aid kits to classrooms and checking kits with secretaries, sending kits to GB, checked with Sharon about an AED machine

**ACTION – KATHY TO ORDER BATTERY FOR GB AED.**

**ACTION – SHARON TO DO EXTINGUISHER AND AED CHECKS MONTHLY**

**ACTION – MIKE TO VISIT GB OFFICE ONCE A MONTH AFTER REMODEL IS COMPLETE.**

### **V. New Business**

A. Catastrophe committee – the team asked what would be involved and to follow up with Terry Plotz.

**ACTION – KATHY TO BRING INFO BACK TO TEAM IN SEPTEMBER**

- Who should be on it? –

**ACTION – Members nominated - Terry Plotz, Cynthia will ask Dan Dreschel and Allyson McNeill, Cynthia Barthuly, Shelby Parks, Sharon R to ask for representation from GB office to be confirmed at the September meeting.**

**ACTION – Provide meeting information (how many/how long?)**

- How to call to action – **SEE INFO IN SEPTEMBER**

B. What does it look like to engage ECSE staff in the safety process?

Discussion of fire drills, pre-warnings, test with air horn for the students in the childhood center, where should the students meet in GB and Central office.

**ACTION – Tammy & Kathy to talk to Allyson about concerns and ask her to communicate with teachers/IA's and have a draft plan set by the September Safety Committee meeting with final completion by October Safety meeting.**

**ACTION – Brandie to work with/measure Sharon on an escape route for students.**

### C. Safety Trainings

- What does the team need/want? -

2 OSHA required trainings – Accident investigation and Hazard ID

**ACTION – Committee members will complete trainings by September meeting.**

**ACTION – Brandie to send a link to the team by 8/29**

**ACTION – Kathy to provide list of additional trainings to the team for review and decisions.**

- What should, if any, district staff do? -

**ACTION – Brandie and Kathy to review safe schools for additional safety trainings to offer to staff. They will provide a list to the team in September for discussion and decisions.**

**ACTION – Kathy to invite Allyson to the September meeting for her input.**

### VI. Future

Next meeting – Tuesday, September 24 at 3:30 pm location to be determined.