

# Safety Committee Meeting

September 24, 2019

3:00 p.m.

Board room

## Notes

### Committee members

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

Chairperson  
Administration  
Safety Officer  
Classified representative  
Emergency Preparedness Facilitator  
Licensed representative  
Confidential representative  
Gold Beach representative  
Adult Learning Facilitator  
Classified representative

Absent: Tara Dane

### 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.

### II. Action Items to review

ACTION - The team will go paperless for meetings by September. MOVE TO OCTOBER.

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

COMPLETED.

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 and Kathy M to set up catastrophe supplies by 9/30. COMPLETED.  
THE TEAM TRIED ONE OF THE EMERGENCY FOOD RATION.

ACTION – Kathy to update and bring final draft of vehicle checklist to August meeting.  
COMPLETED.

### **III. Minutes**

- A. Review/approve minutes from 8/19 – approved.

### **IV. Reports**

- A. Review of 801's / Accidents – the team reviewed the reports and discussed the data.  
ACTION – Tenneal to bring to October Leadership meeting to have managers retrain on what an incident and an accident is  
ACTION – Kathy to add a column to the data set, what is the number of years the staff have worked for the ESD by October meeting.  
ACTION – Brandie to have Mike investigate the last incident.
- B. Review of Accident Investigations – none to report this month.  
ACTION – Kathy to follow up and find out who conducted and what were the results of the 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.
- C. Safety Concerns – the team discussed the homeless concern and determined to monitor with possible signage in the future if necessary.  
Mosquitos were also discussed.  
ACTION – Tenneal to compose a response to the staff member for the safety team by 10/4.
- D. Fire Drill/Classroom Drills  
CB office  
GB office  
ACTION – Kathy will follow up with Allyson/Tammy for Coquille/Brookings by 9/27.
- E. Facility Inspections – the team discussed the needs corrections.  
ACTION – Kathy to follow up with Kathleen for Bandon and CB classrooms, Tammy for Coquille, Sharon for the GB office by Friday, 9/27.  
ACTION – 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 10/29 meeting.
- F. Behavior Team – Autism and OT specialists have been in the classrooms  
ACTION – Kathy to contact Kathleen for monthly behavior report by 10/29.
- G. SAIF report – the team reviewed the report.

### **V. Old Business**

- A. Emergency Preparedness - Tenneal explained the difference between the safety committee and emergency preparedness, committee members not on both teams,
  - Confirm committee members: Terry Plotz, Mike Baumer, Cynthia Barthuly, Tenneal Wetherell, Rachel Johnston and Shelby Parks. Advisory members Dan Drechsel and Allyson McNeill.
  - Any additional nominations – Mike was added to the team above.
  - How many meetings are required? How long will the meetings be?
  - How to call to action?
  - I Love You Guys (from Leadership agenda 9.16.19) – discussion of the program, free from PACE (train the trainer),  
ACTION – Tenneal to ask PACE to schedule a training for the ESD next year by 6/2020.
- B. Engaging ECSE staff in the safety process – Tammy Yeager and Kathy Metzger  
Tara was added to the Maint/Op meetings for EI/ECSE input, as issues come up the

committee will take to EI/ECSE for discussion and resolution.

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.

C. Safety Trainings

- List of Safe Schools and OSHA trainings for review – Kathy Metzger

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

D. Interventions based on injury data

## **VI. New Business**

A. Great American Shake Out – October 17<sup>th</sup>.

1. Earthquake preparedness

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

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

ACTION - 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

B. Swing installations – Cynthia Barthuly – discussion of the order and swing installation.

ACTION – Rachel will order the parts.

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

C. Committee member terms -

ACTION - Bobby to represent the classified position

ACTION – Tara resigned her position effective 9/24/19

ACTION – Kathy to ask Kathleen for a Behavior team member. Possibly Heather Reday?

## **VI. Future**

Kathy/Tenneal to find an ALICE train the trainer for Bobby and Mike to attend.

Next meeting – Tuesday, October 22<sup>nd</sup> at 3:30 pm in the board room.