

Safety Committee Meeting

November 27, 2018

3:30 p.m.

SCESD Board Room

Notes

Name	Role	In Attendance
Tenneal Wetherell	Chairperson	X
Kathleen Stauff	Administration	X
Mike Baumer	Safety Officer	X
Laurie Foster	Licensed Representative	
Robert Wheaton	Behavior Team	X
Sharon Rebischke	Gold Beach Representative	X
Tammy Yeager	Classified Representative	X
Kathy Metzger	Confidential Employee	X
Tara Dane	Classified Employee	
Cynthia Barthuly	Program Administrator	X

I. Minutes from 10/30/18 reviewed. No changes made.

II. Reports:

A Review of 801's / Accidents graphs.

B Review of Accident Investigations – no investigations to discuss.

C Safety Concerns: Central office IPM spraying concerns but organics/essential oils were used so no issue.

ACTION – Kathy to send in house email when spraying occurs next.

D Fire Drill / Classroom Drill Records

CB office – Nov 19th – Mike and Kathy reported the drill went very well.

GB office – Sharon reported a fire drill is scheduled for 11/28.

E Facility Inspections

- Mike, Cynthia and Kayla performed a central office inspection on 11/14/18.

The inspection committee created a binder, shared results and turned in forms.

The committee discussed:

- The need to set up a rule for cords

- The need to follow height requirement

- Programs/Technology to provide cord wraps (Technology to purchase binding cords for the building)

- Heaters were noted and will be followed up with Admin/Individuals.

ACTION - a request to have a calibration training so all inspections will be the same.

ACTION – The safety committee secretary will follow up with program admin/specific individuals to fix inspection fails.

Classroom Inspections:

Kathleen reported Blossom Gulch and McKenzie house are missing kits and other classrooms have old/missing items. Other inspection items passed.

ACTION – Kathleen generated a list and will work with Cynthia to replace expired items and provide new items. Complete by January 29 meeting.

ACTION - WebEX system cord in board room needs a trip cover.

F Behavior Team

Cynthia reported the team's monthly meeting looks at data points, in November it was reported there were 5 or less incident reports in the classrooms and no significant behaviors across the classrooms at this time.

No use of PPE's at this time

Gold Beach reported no significant behaviors.

G SAIF- the team reviewed the current SAIF report.

III. Old Business

A Follow up on SAIF case #5 – Cynthia and Kathleen followed up with PT's that day and provided training.

B Suggestion box for the GB office – Sharon has one and will update the label.

ACTION - Mike to make one for EI/ECSE classroom downstairs in the central office.

C Fire/Safety drill white paper – hand out to the team to review.

ACTION – Kathy to make updates and complete the form.

D Fire/Safety drill information to GB EI/ECSE classrooms – Sharon had a conversation with Christina.

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

E Complete classroom inspections – all classrooms have been inspected as of 11/27/18.

F Complete Safe Schools Accident Investigation –

ACTION – Kathy M to assign to Kathleen Stauff to complete by 1/29/19.

G EI/ECSE backpack inventory – Tammy provided lists of what is currently available at the Milner EI/ECSE classroom.

Action – Kathy to type up, compare with state/federal requirements and bring for discussion to 1/29/19 meeting.

- H SDS stickers – sample were shared with the team.
ACTION – stickers were ordered and will be distributed to secretaries to apply as items are checked with the SDS document and put in the classrooms.
ACTION – Add stickers to SDS sheet/process.
- I Email inclement weather/closure information to all staff – Tenneal provided a draft communication that will be provided in all staff paychecks and will be imbedded in an email going out to all staff.
ACTION – Tenneal will update the draft and an email will be sent prior if inclement weather is imminent.
- J Safety Campaign/Goals – review handouts.
The team discussed what items need to be included in emergency backpacks, how to store/transport.
ACTION – The team agreed to the draft of goals presented.

IV. New Business–

- A Binders – team members received their binders and information from the meeting to be entered.
- B Review central office inspection – Discussion of current form, is it effective or do we need to choose a new form?
ACTION - Tammy and Kathleen to review and highlight in the current form what they don't use and add any list items missing. The team will review at the January 29, 2019 meeting.
- C Future goals –
 - Job hazard analysis handbook.
 - Safety Committee goals for next year.
- D Hold harmless form for staff family members to use wellness center.
The team discussed if the organization opens the wellness center to any non-staff member it would need to be opened to the general public.
ACTION – No non-staff members are allowed to use the wellness center equipment.
- E First Aid kit – Cynthia presented the Maintenance dept.and classroom data sheet and process.
The team discussed resource allocation and agreed first aid kits are to be replenished by each program where it resides.

Next Meeting Date: January 29, 2019, 3:30 pm in the SCESD board room.