

Safety Committee Meeting

October 30, 2018

3:30 p.m.

Room A

Notes

Name	Role	In Attendance
Tenneal Wetherell	Chairperson	X
Kathleen Stauff	Administration	
Mike Baumer	Safety Officer	X
Laurie Foster	Licensed Representative	X
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	X
Cynthia Barthuly	Program Administrator	X

I. Minutes from 9/25/18 reviewed and approved.

I. Reports:

- Review of 801's / Accidents: 3 new accidents since 9/25/18 on the report.

The first case has been closed, minimal out of pocket. The team discussed how age and injuries at the beginning of the school year have become an issue with the need to pay attend attention to the location of reports for a trend in the future.

The Behavior team also looking for trends to be able to assist staff.

Tenneal reported rates went up \$100,000 this year, that Administrators have met with staff who filed but didn't follow up with the Dr. and that it is better to file an accident report first.

ACTION – Report of open cases from SAIF at each meeting

ACTION – Cynthia to follow up on case file number five.

Review of Accident Investigations – no investigations to discuss.

Safety Concerns: no concerns in the suggestion box in the central office, GB or classrooms.

ACTION - ECSE would like a suggestion box.

Fire Drill / Classroom Drill Records

CB office – had a fire drill in September and October. Both were successful.

Mike Baumer reported they are a work in progress. Frank Gannan was assigned to evacuate the whole ground floor which was too large for one person. Mike will check

the employee area, warehouse, maintenance and Frank to cover IT and old Room 32/33 until the Early Childhood Center moves in.

GB office – Sharon needs to have a fire drill.

ACTION – Send evacuation door hangers, send EI/ECSE out of building form

ACTION – Kathy to type out instructions/steps/chart and send to programs

ACTION – Kathy and Tara to put checklist together for Sharon and send as soon as possible.

Facility Inspections – required quarterly.

EI/ECSE - completed

ALS working on classrooms – Tenneal requested it not just be Kathleen to do the inspections. Bobby and Cynthia will work on inspections when they are in the classrooms.

Central Office – check list to Mike and Cynthia to complete by the end of the month.

Gold Beach – completed

ACTION – Tenneal to follow up with Kathleen and will work with Bobby, Cynthia and Mike to complete inspections.

Behavior Team

Cynthia and Bobby reported things are going well. At their next meeting coming they will be having a teacher join them. They have been out to a classroom to work out strategies with the teacher and student. Re-coaching on work with students and the need to have schedules.

At their next meeting they have a staff member in to discuss work to support student behavior which has decreased.

EI/ECSE – no incident reports, Cynthia will invite staff to attend behavior team meetings.

III. Old Business

Accident Investigation Safe Schools training -

ACTION – Tenneal, Tara and Kathy need to complete by Nov. safety committee meeting.

Safety needs with EI/ECSE students in Gold Beach office

Discussion of the need for fire drill/ earthquake information.

ACTION – Kathy & Tara to send emergency exit/fire drill information.

Doors are on the list of repairs and lights need to be added. Maintenance/Operations will be providing quotes at the Nov. board meeting.

IV. New Business

18-19 Goals – Discussion of what the team wants to achieve for the year, a marketing plan for safety from the communication for the team to review, a board directive to improve 801 reports, by programs.

ACTION -

Given high cost risk pool SCESD will reduce the 801's by 25%

SCESD will develop a disaster plans for buildings – to include having supplies in the classrooms/offices, backpacks for the students/staff, medications, water, food.

ACTION – Tammy to inventory the EI/ECSE backpacks and provide information at the Nov meeting

Tenneal discussed communication committee marketing project that will include classroom and central office posters/flyers for visual reminders of major issues.

Every 801 is required to be investigated –which may involve a retrain, follow up, remove items.

The SCESD Safety team will become OSHA compliant with practices and procedures.

ACTION – Kathy to send OSHA information to the committee.

The information will be dissected a section brought to each monthly meeting.

The information will be included in program trainings and at behavior team.

Communication committee is discussing the incentive program and current safety coupons.

V. Future Meeting Topics -

- A request of the safety inspection checklist to the Bobby/committee.

- Tammy/Tara to work with Sharon to restock the first aid kits in GB.

- Tenneal/Kathy to review check list – add SDS

ACTION - Bobby suggested to put stickers on approved SDS items before sending the items out to the classrooms.

- Discussion of job hazard manuals, which have historically existed but only certain positions.

ACTION – put in Maintenance manual

- With the upcoming winter weather it was shared that salt is used as a de-icer.

- Email Communication – sending out reminder to All Staff for winter weather conditions. Discussion of closure calls and the SCESD phone tree.

ACTION – Tenneal/Kathy to send email by Nov meeting.

Next Meeting Date: November 27, 2018, 3:30 pm in room A