

South Coast Education Service District
 Safety Committee Agenda / Meeting Minutes
 SCESD Board Room
 September 25, 2018 3:30-4:30

Name	Role	Present	Absent
Brandie Monroe	Chairperson	X	
Kathleen Stauff	Administration	X	
Mike Baumer	Safety Officer	X	
Laurie Foster	Licensed Representative	X	
Robert Wheaton	Behavior Team	X	
Sharon Rebeschke	Gold Beach Representative	X	
Tammy Yeager	Classified Representative	X	
Kathy Metzger	Confidential Employee	X	
Tara Dane	Classified Employee	X	
Invited Guest			

MEETING Notes

Housekeeping:

- Brandie discussed upcoming term expirations
- Brandie Monroe agreed to continue as Chair until 2020
 - Sharon Rebeschke agreed to renew
 - Bobby Wheaton agreed to renew
 - Laurie Foster agreed to renew
 - Vacant Licensed position still available

1. Review of Accidents/ Incidents

a. Accidents 17/18 – total 33

18-19 – As of 9-25-18 = 4

b. 801's 2018 = 6 each

1. Substance in employee's eye – no time loss **(Closed)**
2. Twisted Ankle – no time loss **(Closed)**
3. Pulled Shoulder – Time loss **(Closed)**
4. Hit – no time loss **(Void)**
5. Lower Back Strain – No time loss **(Open)**
6. Twisted Ankle – No time loss **(Open)**

The team discussed the reports and the need for staff training to help decrease accidents.

ACTION – Cynthia and Bobby will take this information to the Behavior Team and ask for input to help decrease incidents.

2. Hazards / Issues / Safety Concerns

- Accident Investigation and Identifying Hazards Training
 - How/ when do we want to have this training
 Brandie found a 17 minute training in Safe Schools.

ACTION - Brandie will assign it to all committee members yearly.

- Fire Drill - Operations have pre-selected dates and times for monthly drills.
 - 5/9/2018 - Identified that staff needed a refresher on the fastest way to exit the building.
 - 9/17/2018 – Successful evacuation with staff and public in the building.

The team discussed the need to time the next fire drill evacuation, the need to post the quickest way to leave the, the need to review drills once EI/ECSE moves into the building.

Gold Beach – Operations is working with Sharon on processes and drills.

ACTION – Kassie, Tenneal, Cynthia and Brandie to meet about office staff needs with special attention to EI/ECSE students there 2x week.

ACTION – Work with Sharon about setting a fire drill schedule and process for GB.

- Classroom Inspections –

The team discussed quarterly safety inspections for classrooms, the CB and GB offices.

- The need
- EI/ECSE is currently up to date and the others need to be completed.
- Kathleen will discuss the Bandon classroom inspection with Brandie.
- Brandie and Mike to do ALS classroom inspections?
- No one but Mike is trained to do IPM inspections.
- The need to add protocols to the inspection checklist.
- The need for an equipment inspection (who uses the equipment, when is it used, how is it used, who and how is the equipment maintained).
- The need to design an inspection form that fits our district buildings.

ACTION – Kathleen requested all ALS classrooms be inspected every time the team is out.

ACTION - The team agreed if a claim is filed there will be a classroom inspection no later than the next day.

ACTION – Brandie will schedule time with Kathleen to work to better serve the ALS classrooms.

3. Safety Manual

- Safety Committee Manual – discussion of tying into the Behavior, Operations and Maintenance teams and to use information from manuals created by Dan Warrick and Ginny Groce.
ACTION – Brandie to locate the manual from Ginny Groce.
ACTION – the subcommittee (Brandie, Cynthia, Bobby and Kathy) will meet to review and begin a draft for committee review.
- District Safety Manual – discussion to include Healthy Safe Schools, Asbestos and Lead inspections, state reports and to share with the Maintenance and Operations departments.

Other Information:

Inspection Date: October 15, 2018

Next Meeting: November 27 @ 3:30