

Safety Committee Meeting

October 22, 2019

3:30 p.m.

Board room

AGENDA

Committee members

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

Chairperson
Administration
Safety Officer
Licensed representative
Licensed representative
Confidential representative
Gold Beach representative
Behavior Team representative
Classified representative
Classified representative

Absent: Tenneal, Mike, Terry, Lisa, Bobby

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.
- iv. Develop and implement OSHA safety team goals based on data needs
- v. 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.
- vi. 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.
- vii. 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. Moved to October. COMPLETED

ACTION – Tenneal to bring what an incident and an accident is to October Leadership meeting to have managers retrain. COMPLETED

ACTION – Kathy to add a column to the data set indicating the number of years the staff have worked for the ESD by October meeting. Due 11/26.

ACTION – Brandie to have Mike investigate the last reported incident. Due 11/26.

ACTION – Kathy to follow up and find out who conducted and what the results of prior investigations and bring them to the October meeting. No investigations were initiated or completed as of 10/22/19.

ACTION – Kathy to follow up with Cynthia on incident report that was not included in the data by 9/27. COMPLETED.

ACTION - Program Administrators will have Secretaries forward all incident reports to HR.

ACTION – Tenneal to compose a response to the staff member who had a concern about the homeless near the building for the safety team by 10/4. COMPLETED

ACTION – Kathy will follow up with Allyson/Tammy for Coquille/Brookings fire drills by 9/27. COMPLETED

ACTION – Kathy to follow up with Kathleen for facility inspections for Bandon and CB classrooms, Tammy for Coquille, Sharon for the GB office by Friday, 9/27.

COMPLETED

ACTION – After reporting the CB building inspection 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 10/22 meeting.

- Kathy will schedule/follow up with IT, Cynthia offered to help.

- Cynthia will follow up with Mike regarding the Regional issues.

ACTION – Kathy to contact Kathleen for monthly behavior report by 10/22.

COMPLETED

ACTION – Lisa W at IEP meeting so Behavior report will be reviewed on 11/26.

ACTION – Tenneal to ask PACE to schedule a training for the ESD next year by 6/2020.

ACTION – Tenneal to follow up on pick up/drop off/speed issues in the lower lot by 10/29.

The issue went to the Leadership team who agreed Program Admin will talk to staff upon first report and will refer to HR for second report.

The team discussed parents going the wrong way in the parking lot and ideas to help address the problem.

ACTION – Cynthia will bring to the November Leadership meeting for assistance providing information to parents.

ACTION – Tenneal and Dave will develop a drive slowly/safely campaign for the Coos Bay campus by 10/29.

- The vests have been purchased.

ACTION – Cynthia will work with Allyson for class schedule information and provide a volunteer signup sheet by 10/25.

ACTION – Tammy will ask for volunteers from EI/ECSE, Kathy will ask for volunteers from the safety committee by 10/31.

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

COMPLETED

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

COMPLETED

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

ACTION - Dave and Kathy to send information out on 10/1 and 10/15 COMPLETED

ACTION - Terry to work with Kathy to set up a presentation to SCESD staff on Cascadia By 11/26.

ACTION – Rachel will order the parts for the ECC swing installation. COMPLETED

ACTION – Kathy to put a Sysaid in to facilitate installation of the swing. COMPLETED

ACTION - Tara resigned her safety team position effective 9/24/19. COMPLETED

ACTION – Bobby to represent the classified position. COMPLETED

ACTION – Kathy to ask Kathleen for a Behavior team member. COMPLETED

III. Minutes

A. Review/approve minutes from 9/19 – the team approved the notes from 9/19.

IV. Reports

- A. Review of 801's / Accidents – 8 incidents reported since our last meeting.
13 total reports with 3 801's in September.
- B. Review of Accident Investigations – review of white paper as no investigations have been conducted yet this year.
ACTION – The team requested to add time frames for submission, where the forms should go and who is informed of the investigation to the white paper by 11/26.
ACTION – The team suggested placing the Incident Form in the Forms Library.
- C. Safety Concerns – none from the suggestion boxes.
 - Cynthia had two concerns:
 1. Covering electrical cords in meeting rooms. There are covers in the closets in the board and conference room for this purpose.
 2. Cynthia was in the hallway earlier this week and the cord to the vacuum was laying in the middle of the hallway and was a trip hazard.
 - ACTION – Request Kathy Loper plug into the closest outlet available and not to have the cord in the middle of the hallway if at all possible
 - Tammy brought a plastic door lock that the ECC would like to use so students can't open the door. The team discussed problems with being unable to unlock in an emergency and other ways to discourage students from opening the doors.
 - ACTION – Plastic door locks will be discussed with Tenneal.
 - ACTION – Cynthia will work with Tammy on alternative barriers.
- D. Fire Drill/Classroom Drills
 - CB office – the team discussed the first earthquake drill and agreed it would also fulfill the monthly fire drill requirement.
 - ACTION – Work with Maintenance to resolve sound quality in the ECC.
 - ACTION – Ask staff to read their email more thoroughly.
 - GB office – Sharon will work with Allyson when she is in GB on 10/24 for a fire drill for the ECC.
- E. Facility Inspections – Following schedule.
- F. Behavior Team – behavior support for Blossom Gulch, Sunset is running smoothly.
ACTION – Lisa was at an IEP so will report on 11/26.
ACTION – Cynthia to check on Reedsport with Kathleen and report back at the November meeting.
- G. SAIF report – 3 801's so far, the team discussed the need to be diligent about the safety campaign and how transition times have a bearing on behavior. Discussion of how to make transition times (after holidays, summer vacation).
 - Tammy suggested an open house for parents to discuss safety issues for the students in the classrooms.
 - Shelby suggested a spokesperson for the child as they transition from home to the ECC.
 - ACTION – Cynthia will work with Kathleen and Allyson to provide a continuity of services, how do they currently work, how to help them work better and will bring a draft to the Leadership team for input on 4/2020.

V. Old Business

- A. Repack/waterproof emergency kits – Kathy & Mike – not yet completed.
ACTION – will be completed by 10/31 and Tammy and Cynthia have offered to assist with the task.

B. Parking lot slow down – get volunteers. See discussion/action items above.

VI. New Business

A. Safety investigation process. See discussion/action items above.

B Driving kids safety process – Cynthia proposed a draft update to the Vehicle Use Agreement that will cover staff who transport students in their cars.

The team approved the draft.

ACTION – Take the draft to Leadership team for input/approval.

C. Addition to the agenda:

- The team requested the weather communication start going out in the Bulletin Board.

- The Emergency Preparedness sub committee is setting meetings and inviting district participation.

VI. Future

Next meeting – Tuesday, November 26th at 3:30 pm in the board room.