

Safety Committee Meeting

December 17, 2019

3:30 p.m.

Board room

NOTES

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

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

KATHY TO WORK WITH LAURA SHIVERS AND HAVE COMPLETED BY 1/28.

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

IT HAS MADE SIGNIFICANT PROCESS – TO BE COMPLETED BY 6/30

ACTION – SCHEDULE PARKING LOT SLOW DOWN AFTER SCHOOL BREAKS.
BOBBY WILL BRING STUDENTS TO VOLUNTEER, HAVE A POLICE PRESENCE BY 1/31/20.

ACTION ITEMS FROM OCT. MEETING

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.
COMPLETED.

SEE BUSINESS ITEM BELOW

ACTION – The team suggested placing the Incident Form in the Forms Library.

SEE BUSINESS ITEM BELOW

A note in suggestion box from 10/23/19 asking for 5 mph sign to be posted in a more visible place. **FUTURE – PURCHASE A SOLAR SIGN**

ACTION – Work with Maintenance to resolve sound quality in the ECC.

MIKE WILL COMPLETE OVER WINTER BREAK BY 1/3.

ACTION – Cynthia will work with Kathleen and Allyson to provide a continuity of ECSE services, how do they currently work, how to help them work better and will bring a draft to the Leadership team for input at the January leadership meeting.

The team discussed a paperwork transition form, handoff meetings and the use of data tools. **ACTION – SEND TO THE BEHAVIOR TEAM.**

ACTION – THE TEAM AGREED 24 HRS TO REPORT – ADD TO FORM BY 12/17 MEETING. **COMPLETED**

ACTION – TENNAL & KATHY TO RE-DO THE INCIDENT FORM AND BRING BACK TO THE TEAM FOR APPROVAL BY 12/17 MEETING. **COMPLETED**

ACTION - ADD DIRECTIONS AND 24 HR REPORT TIMELINE. BY 12/17 MEETING. **COMPLETED**

ACTION – MIKE REQUESTED ECC TO PARTICPATE IN THE JAN FIRE DRILL.

TAMMY WILL FOLLOW UP WITH ALLYSON BY 12/17 MEETING. **COMPLETED**

ACTION – KATHY TO NOTIFY ROOMS TO FIX PROBLEMS BY 12/17. **COMPLETED**

Repack/waterproof emergency kits – Kathy & Mike – DUE 1/31.

ACTION - CYNTHIA WORKING ON SECOND DRAFT OF TYPE 10 DRIVING REQUIREMENT/PROCESS TO PRESENT AT 12/17 MEETING.

ACTION - I LOVE YOU GUYS TRAINING SCHEDULED FOR AUGUST. - **FUTURE**

ACTION – MIKE AND BOBBY TO IMPLEMENT ALICE TRAINING BY 2/14. **FUTURE**

ACTION – ADD LOCKDOWN/OUT WITH ALICE AND EOP TRAINING THEN RE-REVIEW CURRENT EMERGENCY PLANS. **FUTURE**

ACTION – create a barrier during the CB Dec/Jan fire drill.

ACTION – Ask Dave to create reusable Fire/Active Shooter/Earthquake signs by Jan mtg.

III. Minutes

- A. Review/approve minutes from 11/19.

IV. Reports

- A. Review of 801's / Accidents –
- B. Review of Accident Investigations – No new investigations reported.
- C. Safety Concerns
- D. Fire Drill/Classroom Drills
 - CB office
 - GB office
- E. Facility Inspections
- F. Behavior Team
- G. SAIF report

V. Old Business

- A. Accident Reporting Form
 - ACTION** – Adjust form, train secretaries and post in Forms Library.

VI. New Business

- A. EOP update and planning for implementation. Terry updated the team.
 - ACTION** – Need to assess maps/activities for Gold Beach site.

VI. Future

- Terry to work with Kathy to set up a presentation to SCESD staff on Cascadia.
- Purchase a solar parking lot miles/hour sign for visibility.

Next meeting – Tuesday, January 28th at 3:30 pm in the board room.