

Safety Committee Meeting

February 25, 2020

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

Absent: Tenneal, Shelby

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 3/31.

ACTION - IT CLEANING UP/OUT THEIR AREA BY 6/30

Mike reported some cleaning had taken place as of 2/25/20.

ACTION – SCHEDULE PARKING LOT SLOW DOWN AFTER SPRING BREAK

The team discussed the need and reviewed calendars and chose Wednesday, April 1st with shifts at 8:30, 10:30 and 12:45.

ACTION – Tenneal asked to reach out to CB/NB police dept for either 8:30 or 12:45 shift

ACTION – Safety committee to cover either 8:30 or 12:45 shift.

ACTION – Bobby will bring YTP students to cover 10:30 shift.

ACTION – Tammy to let Allyson know and arrange for donuts for drivers.
ACTION – Kathy will have vests/stop signs ready on 4/1 for volunteers.
ACTION – Kathy will place on Leadership agenda

ACTION ITEMS FROM OCT. MEETING

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

MIKE WILL COMPLETE OVER SPRING BREAK BY 3/27

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

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

Mike reported they are working on a power point and will provide a draft at the March 31st meeting.

ACTION – ADD LOCKDOWN/OUT WITH ALICE AND EOP TRAINING THEN RE-REVIEW CURRENT EMERGENCY PLANS. – the team discussed in the agenda below.

ACTION ITEMS FROM JANUARY MEETING.

ACTION - Lisa will get data from Reedsport, Blossom Gulch and Madison and report back in February- data will be shared once export from database.

2/25 - Lisa reported no new incidents from Reedsport or Blossom Gulch.

ACTION – Data will be provided after export from database program.

ACTION - discuss at the Leadership in February. **COMPLETED.**

ACTION – ECC staff to work on solutions to keep students from running up the tech ramp.

2/25 – Tammy placed a stop sign in the middle of the ramp and the behavior has decreased. **COMPLETED.**

ACTION - Put an “open door slowly” sign for tech room. Team agreed with stop sign in place no open door slowly sign necessary at this time. **COMPLETED.**

ACTION – Team to report to Kathy M any observations of dogs walking without a leash and ask dog walker to please leash their dog(s).

2/25 The team has observed dogs on leashes – no new reports.

III. Minutes

A. Review/approve minutes. **APPROVED.**

IV. Reports

A. Review of 801's / Accidents – the team reviewed the graphs. Holding at 3 801's

B. Fire Drill/Classroom Drills -

CB office – completed on 2/24 including ECC students.

GB office – completed on 2/25 including EI/ECSE students.

ACTION - Tammy to follow up with Coq/Brk EI/ECSE fire drill reports.

C. Facility Inspections

The team reviewed/discussed the inspection forms that did not pass from 2/25/20

- ECC – the fire extinguisher issue had been addressed and the little bit of clutter is acceptable.

ACTION – Tammy to have a substitute book in the ECC room by 6/30.

- Multiple CB rooms had either excessive or combustible loads with heavy items stored above the 6 foot level.

ACTION – The team proposed a solution by marking shelves with RED, YELLOW, and GREEN at appropriate heights for items.

ACTION – to Leadership for input/agreement.

ACTION – Cynthia, Lisa and Terry to mark shelves with RED = only light items on this shelf or above, YELLOW = mid weight items, GREEN = heavy items to be stored on these shelves.

ACTION – Kathy to follow up with Tara regarding SDS and sticker(s) for bubbles in the intake room.

ACTION – Cynthia will work with Regional staff to clean up clutter on office and hallway floors immediately and clean out/up offices/loft/warehouse over the summer using the RED, YELLOW, GREEN idea once approved.

ACTION – Jason to put in Sysaid for Mike to screw in shelving for offices, clean up computer cords,

ACTION – Mike to work with Kelly Gill to clean up/out items in storage over 6 feet high.

ACTION – Mike to work with Tara and Tammy to clean up/out EI/ECSE areas in the loft/warehouse.

D. Behavior Team – Lisa had no new reports.

E. SAIF report – the team reviewed the current report and applauded the safety committee work to help decrease the number of 801 reports.

V. Old Business

None

VI. New Business

A. ALICE training – Mike Baumer and Bobby Wheaton.

Mike and Bobby reported they have started creating a slide show/short lecture and activity to practice the presentation.

ACTION – They will bring a draft of the presentation to the 3/31 safety committee meeting.

B. EOP – review annex. Terry explained to the team that an annex is taking a basic plan and building on it. He used the example of a basic emergency plan and what a functional annex would be, fire/earthquake, and that would provide the same coverage which would cross over the same situations. A specific annex would address situations like active shooter as a security annex with the Lock in/Lock out – I Love you guys training example. The EOP plan task sub-committee group is working on this for SCESD.

ACTION - Terry to report to the group what the subcommittee comes up with.

C. Date for March meeting moved to 3/31 to accommodate spring break.

VI. Future

- Terry to work with Kathy to set up a presentation to SCESD staff on Cascadia. The team discussed what the presentation should contain, questions, what staff need to know.

ACTION - Go bags/emergency items for Gold Beach

ACTION – tentatively set up for 4/21 and 6/1 for staff, 4-5:30 in the conference room with a 45 min presentation and question/answer session at the end.

ACTION – Work with Terry and Dave Stauff for flyers.

ACTION – Kathy to send dates to safety committee

ACTION – Terry to work with Jeremy in Curry county to offer presentations there.

- Purchase a solar parking lot miles/hour sign for visibility.

- 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 April leadership meeting.
Completion by 6/30.
ACTION - Cynthia asked Tammy and Lisa to work on this project in April.
- I Love You Guys training in August.- the team discussed ALICE and I Love You Guys training and how it will dovetail into the EOP.

Next meeting – Tuesday, March 31st (3/24 is during spring break) at 3:30 pm in the board room.