

Safety Committee Meeting

March 31, 2020

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

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

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 – 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.

ACTION ITEMS FROM FEBRUARY MEETING

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

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.

2/26 – TARA REPORTED THE BUBBLES ARE NON TOXIC AND NO SDS/STICKER REQUIRED

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

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

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.

ACTION - Cynthia asked Tammy and Lisa to work with her on ECC student continuity in April.

III. Minutes

A. Review/approve minutes.

IV. Reports

- A. Review of 801's / Accidents
- B. Fire Drill/Classroom Drills -
CB office
GB office
- C. Facility Inspections
- D. Behavior Team
- E. SAIF report

V. Old Business

- A. ALICE training – Mike Baumer and Bobby Wheaton.
- B. Donuts for Drivers – volunteers, are we ready?

VI. New Business

- A. Coronavirus update – discussion of needs.
 - Sign on baby changing table – please wipe down
- B. Ansbro Safety Culture Spectrum
- C. Safety citation/safety coupons -
 - Define combustible load
 - Create/review safety coupon
 - Process to process issues:
 - Email safety committee secretary once issues have been addressed for re-inspection.

VI. Future

- 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.
- I Love You Guys training in August.

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