

Safety Committee Meeting

March 31, 2020

3:30 p.m.

Board room

NOTES

Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Terry Plotz

Shelby Parks

Kathy Metzger

Sharon Rebischke

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

Attendees: Tenneal, Mike, Tammy, Bobby, Sharon, Kathy

Absent: Cynthia, Shelby, Terry, Lisa

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. **To complete by 6/30**

ACTION - Technology CLEANING UP/OUT THEIR AREA TO BE COMPLETED BY 6/30

~~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~~

~~wait for building to reopen~~

~~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~~

- **Parking lot slow down ACTION ON 3/31 – Due to COVID 19 restrictions will reschedule when students back in the building in the fall.**

ACTION ITEMS FROM OCT. MEETING

ACTION – Work with Maintenance to resolve sound quality in the ECC **Moved to be completed by 6/30.**

ACTION – MIKE AND BOBBY TO IMPLEMENT ALICE TRAINING.

- ACTION – Mike and Bobby are working on a power point presentation for the fall.
- **ACTION ON 3/31 – Bobby spoke with an ALICE trainer and discussed setting up a meeting to review costs, using the program, etc. Bobby and Mike will bring quotes to Safety Committee by 6/30.**

ACTION – The committee discussed LOCKDOWN/OUT WITH ALICE AND EOP TRAINING in addition to current emergency plans,

- **Mike and Terry discussed during EOP meeting to have local police/fire to tour the building and document needs by 6/30.**

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. **COMPLETED**~~

ACTION ITEMS FROM FEBRUARY MEETING

~~ACTION— Tammy to follow up with Coq/Brk EI/ECSE fire drill reports. **COMPLETED**~~

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 – 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 ON 3/31 – Mike and Kathy to set up instructions and colored stickers for the labeling committee to use complete at next safety inspection/by 6/30**

~~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 **COMPLETED.**~~

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 by 6/30

~~ACTION— Jason to put in Sysaid for Mike to screw in shelving for offices, clean up computer cords, **COMPLETED**~~

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

~~**ACTION ON 3/31 – To be completed by 6/30**~~

~~ACTION— Mike and Bobby will bring a draft of the presentation to the 3/31 safety committee meeting.~~

~~**ACTION ON 3/31 – Mike and Bobby working with trainer to set up meeting for more information.**~~

~~ACTION— Terry to report to the group what the EOP subcommittee comes up with— complete by 6/30.~~

~~ACTION - Go bags/emergency items for Gold Beach –~~

~~**ACTION ON 3/31 – Kathy to cost out by 6/30.**~~

~~ACTION— Cascadia lectures 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.~~

~~**CANCELLED DUE TO COVID 19 WILL RESCHEDULE.**~~

~~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.~~

III. Minutes

- A. Review/approve minutes.

IV. Reports

- A. Review of 801's / Accidents – the team reviewed the graphs. One new accident for a total of 4 for the 19/20 year.
- B. Fire Drill/Classroom Drills – drills to be completed by end of day on 3/31/20.
CB office
GB office
- C. Facility Inspections – discussion of combustible load issues.
- D. Behavior Team – no report
- E. SAIF report – review of report with additional 801.

V. Old Business

- A. ALICE training – Mike Baumer and Bobby Wheaton. – see ACTION items above.
- B. Donuts for Drivers – volunteers, are we ready? Cancelled due to COVID 19.

VI. New Business

- A. Coronavirus update – discussion of needs.
The team reviewed current protocols (blue tape for social distancing, flyers posted, cleaning protocols, handwashing)
- Sign on baby changing table – please wipe down – **COMPLETED**
- B. Ansbro Safety Culture Spectrum – Tabled to April meeting
- 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.

The team discussed the need to define a combustible load, provide a safety citation for first time offense. For second offense, notify administrator, rectify the situation with a due date and staff would not receive a safety coupon.

ACTION – TENNEAL AND MIKE TO WORK ON THE DEFINITION AND PROCESS TO BE PROVIDED AT ALL STAFF DAY.

D Addition to the agenda – discussion of EI/ECSE car being broken into, repair costs and how to prevent this happening moving forward.

ACTION – SCESD vehicles are now being parked in fenced off area.

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

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