

Safety Committee Meeting

April 28, 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

Attendees: Mike, Terry, Shelby, Sharon, Bobby, Tammy, Kathy M., Tenneal, Cynthia

Absent: 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 – Due to COVID 19 restrictions EI/ECSE will reschedule Donuts for Drivers 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. **To be completed by 6/30.**

ACTION – ALICE training – on agenda below.

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

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

ACTION – to deal with ongoing combustible loads throughout the building Tenneal, Mike and Kathy to set up instructions and colored stickers for the labeling combustible loads for the safety inspection committee to use complete at next safety inspection/by 6/30

ACTION – TENNEAL AND MIKE TO WORK ON THE SAFETY CITATION/SAFETY COUPON PROCESS TO BE PROVIDED AT ALL STAFF DAY. ON AGENDA TODAY.

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 **COMPLETED.**

ACTION - Go bags/emergency items for Gold Beach to be purchased next fiscal year.

III. Minutes

A. Review/approve minutes. APPROVED

IV. Reports

A. Review of 801's / Accidents – No new 801's to report. The team discussed workers comp filings around the state due to the COVID pandemic.

B. Fire Drill/Classroom Drills

CB office – to be completed 4/29

GB office – to be completed 4/29

C. Facility Inspections – to be completed in May

D. Behavior Team – see report from Lisa Wendel

E. SAIF report – no update to report

V. Old Business

A. Safety citation/safety coupons -

- Safety coupons will be issued to all appropriate staff in May. Tenneal explained why there are no carry overs to the next fiscal year.

- Discussion of:

- Safety Concern Warning form - discussion of adding emergency notifications and time frames.

- Keep Your Work Environment Safe tool to use with the warning.

- Bookshelf Safety Etiquette to be implemented by 8/1/20.

ACTION – Initiate all at All Staff Day.

ACTION - Tenneal will work with Mike to provide additional information for Bookshelf Etiquette by May meeting.

VI. New Business

- A Update of EOP – Terry updated the group reporting he is signing up districts, has a rough draft of infectious disease annex using the FEMA format and an initial discussion of continuity during pandemic and how to come back afterward has begun.

Tenneal shared kudos from the state for his work.

Continuity of business operations needs to be worked on for the future.

- B Review of social distancing – review of building signage, the use of blue tape to set parameters, staff providing occasional reminders to social distance.
Discussion of Reopen Oregon Plan, financial cut backs in state school funds.
- C ALICE update/plan - Bobby will have JD with the ALICE program call Kathy M to provide information and set up a meeting with Tenneal. Information will be shared at All Staff Day.

VI. Future

- Purchase a solar parking lot miles/hour sign for visibility.
- Cynthia will work with Tammy and Lisa to provide a continuity of ECSE services, how they currently work, how to help them work better. Work on 20/21.
- Ansbros Safety Culture Spectrum

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