

Safety Committee Meeting

May 26, 2020

3:30 p.m.

Zoom meeting

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, Sharon, Kathy M., Tenneal, Cynthia, Lisa

Absent: Shelby, Tammy, Bobby

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 ITEMS FROM OCT. MEETING

ACTION – Work with Maintenance to resolve sound quality in the ECC. **To be completed 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 – ROLL OUT AT ALL STAFF DAY AND IMPLEMENT IN SEPTEMBER.

III. Minutes

A. Review/approve minutes.

IV. Reports

A Review of 801's / Accidents – no new 801's, 1 accident reported.

B Fire Drill/Classroom Drills

CB office – completed 5/15/20

GB office – Sharon will complete before 5/29.

C Facility Inspections – see reports that need corrections.

The team reviewed the issues noted and have addressed the repeated violations with specific staff members. The team agreed for the need to scale up with the understanding some issues may need to wait to be addressed until after the COVID 19 restrictions end. The inspection team will continue to review the issues. Mike reported the Tech area has come a long way although Jerry's office still needs to be cleaned out.

ACTION – Tenneal, Mike and Cynthia to set up a stand up meeting with staff and their program administrator to explain the concern and work to re-organize by 6/30.

ACTION – Tenneal to follow up with the tech dept. to request bundling wires when doing set ups by 6/30.

ACTION – Kathy to provide Exit route and frame for ECC gym by 5/29.

D Behavior Team – nothing new to report.

E SAIF report – the team reviewed \$30,000+ credit coming to SCESD for all our hard work and no additional changes to the report.

V. Old Business

A Review updated notice and flyer:

- Safety Concern Warning notice – The team reviewed the completed form. This will be reviewed at All Staff Day and implemented in August. The team discussed using colored half sheets and is looking for the notice to help strengthen the updated safety coupon.

ACTION – Request Brandie to document staff use of the coupon – do staff use in ½ hour increments or save and use up before the end of the year? Due 6/30/2021.

- Keep Your Work Environment Safe flyer – the team reviewed the flyer pictures and definitions.

ACTION – Tenneal to create a shelf placement handout by 7/30.

- B Update EOP – Terry reported crisis prevention crew has a good start, Tenneal has worked on the infectious disease annex, Terry has worked on the pandemic annex, the catastrophe committee will meet next Friday, 6/5. Districts will be required to have pandemic plans to reopen schools next year and SCESD is ready to provide assistance with screenings, cleaning protocols, communications, and to help put policies and processes in place.
- C Reopen Oregon update
The state is currently requiring 35 square foot per person in the classrooms. The team discussed schools using the Cohort system in the fall, the need for consistent messaging to our communities and information should be available on 6/8.

VI. New Business

- A Addition to the Safety Campaign – the team discussed the need for more professional signage for COVID 19 throughout the building and will this be around long enough to spend funds?
ACTION – Tenneal to work with Dave to create signage before 6/30.
- B Facility use review – the Admin team will need to review state approved numbers for gatherings, who is in the group and adjust use to possibly allow the public to use the SCESD meeting spaces. The team had a discussion of cleaning protocols and additional costs.
- C First Aid kits – refill items for main office will be funded from the safety budget.

VI. Future

- Go bags/emergency items for Gold Beach to be purchased next fiscal year.
- Purchase a solar parking lot miles/hour sign for visibility – discussion of other options.
- 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.
- Ansbro Safety Culture Spectrum
- Donuts for Drivers

Next meeting – Tuesday, June 23rd at 3:30 pm in the board room.