

# Safety Committee Meeting

October 27, 2020

3:30 p.m.

Zoom meeting

## Notes

### Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Terry Plotz

Donna Johnson

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: Tenneal, Mike, Kathy, Cynthia, Terry, Donna, Sharon, Lisa, Tammy

Absent: Bobby

### I.CIP Goals

- a. Develop and implement organizational safety goals by June 30, 2021.
- b. Identify safety campaign needs by October 1, 2020 and implement based on campaign's action plan and due dates.
- c. Analyze injury data monthly, intervene and pinpoint necessary organization wide trainings based on injury data by August 30, 2021.
- d. Safety team will evaluate COVID protocols monthly, identify/address concerns and assist with the development of protocol implementation and report the summary of data by June 30, 2021.
- e. Develop and implement OSHA safety team goals based on data needs by June 30, 2021.
- f. 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, 2021.
- g. 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 at least three identified catastrophes by June 30, 2021.

### 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. **COMPLETED**

#### ACTION ITEMS FROM OCT. MEETING

ACTION – Work with Maintenance to resolve sound quality in the ECC. **Complete by 8/30. Parts ordered. Waiting for electrician to get back to us.**

**Gold Coast Security to clean fire alarms and install in Business Office on 10/29**  
- Discussion of staff not hearing the alarms due to headphone use -

**ACTION – Retrain staff to verify rooms are evacuated before hanging door sign.**

ACTION – Tammy to have a substitute book in the ECC room. **To be completed by 12/30/20.**

## **ACTION ITEMS FROM SEPTEMBER MTG**

**Action:** Kathy to get bundle telephone cords in the boardroom by 10/15 – clarification of project and will complete by 10/30

**Action:** Tenneal to email Audiology and ask to remove the cardboard between the hearing booth and the wall by 9/23/20 – this was reviewed with Dale, a solution found. COMPLETED.

**Action:** Tenneal to reach out to OT to ensure there is walking space in their office by 9/23/20 - COMPLETED

**Action:** Tenneal to reach out to Parenting Hub to help them understand how to keep the area clean and free of trip hazards while going through their items by 9/23/20 – COMPLETED?

**Action:** Implement the shelf placement document at the next inspection time. Kathy to order tape colors, Tenneal to write email to in house staff, facility inspectors to place take and hang signs by December 1, 2020 -

Items ordered and delivered. Tenneal to email staff by 11/17.

**Action:** Kathy to send the list of OSHA safety training to Donna by 10/15/20. COMPLETED

**Action:** EOP team meet every 6 weeks to work through annexes -ongoing

**Action:** Team agreed to adopt the safety campaign with minor edits – REVIEWED AND COMPLETED.

## **III. Minutes**

- A. Review/approve minutes. APPROVED

## **IV. Reports**

- A Review of 801's / Accidents – NO 801'S, 2 ACCIDENTS REVIEWED  
- CLASSROOM CONCERN #1 – the team reviewed and Lisa confirmed seeing the issues. Discussion whether SCESD can fix as it is CB classroom?  
ACTION – Mike will help ALS and place a foam noodle.  
ACTION – Tenneal to call the principal and let them know we're going to fix.  
- CLASSROOM CONCERN #2 – has been taken care of.
- B Fire Drill/Classroom Drills -  
CB office – Earthquake and Fire Drill on 10/15 w/first aid kit.  
GB office – Earthquake and Fire Drill on 10/15. First Aid kits to be delivered 11/3.  
ACTION – Mike working on Tsunami plan draft. Present draft on 11/17.  
ACTION – Kathy ordered 3 hand crank radio/flashlight.  
ACTION – Emergency shelter in place ordered and on its way.  
ACTION - Need to find a space to store GB shelter in place kit.
- C Behavior Team – nothing to report.
- D SAIF report – SCESD received dividend check.

## **V. Old Business -**

- A Baseball field
  - Cars speeding
  - Cars coming in the wrong way
  - Parking on basketball court and other areasThe team discussed game attendees who are making a mess, communications with the CB district, ideas to keep the space safe.  
ACTION – Caution Drive Slowly and Be a Good Neighbor signs to be

installed on 11/5 in CB. Accessible Parking and Keep Out signs to be installed on 11/3 in GB.

- B EOP update – Terry reported continued to work on annexes with plans to them completed by the end of June 2021.
- C Safety Campaign
  - Exposure Control Plan- The team reviewed the draft and trainings, the need for possible additional trainings for staff who have a higher chance of exposure, implementation of the plan/trainings moving forward. Blood spill kits have been purchased.  
ACTION – Tenneal to research and get more data, staff who should be on the list, what the training requirements look like. Report back and then to Leadership.
  
  - HEP B – Tenneal reviewed the draft Hep B plan and discussed feedback.  
ACTION – Add the need to check temperature control annually to the plan.  
ACTION – Add records to be maintained in HR.
  
  - COVID protocols – discussion of increased communication to staff when counts increase in the community/districts.
  
  - Safety Ticket implementation by 10/30 -  
Tenneal reviewed the phishing campaign and asked for the team's input to include in the safety ticket in the safety coupon.  
ACTION – Agreed to add as a safety coupon item.

## VI. New Business

- A Draft Exposure Control Plan – see above
  
- B Fire Drill procedures write up – the team reviewed and will be updated as needed.  
ACTION - Add to EOP annexes.
  
- C Update Safety Committee webpage - COMPLETED
  
- D Safety concerns from Sunset ALS classroom – see above

## VII. Future

- Go bags/emergency items for Gold Beach to be purchased next fiscal year.  
**ACTION – Kathy to price and order by 9/30. COMPLETED**
- **ACTION – Set up Parking Lot Slow Down/Donuts for Drivers for 9/20.**
- ~~Cynthia will work with Tammy and Lisa to provide a continuity of ECSE services, how they currently work, how to help them work better.~~  
**Next meeting – DATE CHANGE DUE TO THANKSGIVING WEEK  
Tuesday, November 17<sup>th</sup> at 3:30 pm in the board room/via Zoom.**