

Safety Committee Meeting

December 15, 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, Cynthia, Terry, Donna, Lisa, Tammy, Kathy M, Sharon
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

OCT. MEETING

ACTION – Work with Maintenance to resolve sound quality in the ECC.

Parts ordered still waiting on electrician. - COMPLETION 12/17-12/18

ACTION – Tammy to have a substitute book in the ECC room. **Tammy to complete by 12/30/20. - TEACHER IS STILL WORKING ON A BOOK. - COMPLETED**

SEPTEMBER MTG

Action: Implement the shelf placement document at the next inspection time - Tenneal to write email to in house staff by 10/30.

11/17 - KATHY TO SEND EMAIL ON 12/1 TO IN HOUSE STAFF - COMPLETED

ACTION – Mike will place a foam noodle and take the metal grinder to Sunset classroom to fix by 11/17. **TO BE COMPLETED ON 11/18 - COMPLETED**

ACTION – KATHY TO GET LIST OF ITEMS AND EXPIRATION DATES FOR SHARON TO ATTACH TO OUTSIDE BY 12/9 - COMPLETED

ACTION – NEED TO REHANG SIGNS AFTER WIND TOOK DOWN - COMPLETE BY 12/16

ACTION – Tenneal to research HEP B protocols for more data - who should be trained and what the requirements look like. Tenneal to report back on 11/17 and then take to Leadership meeting in December. COMPLETED

ACTION – Lisa to have Heather’s behavior report printed out for the Dec. meeting. COMPLETED – ON AGENDA BELOW

ACTION – Tenneal to complete draft/finalize and draft and work with Donna on an implementation plan at Dec mtg. ON AGENDA BELOW

ACTION – Mike to finalize draft tsunami plan ON AGENDA BELOW

ACTION – Terry will use the draft as the start of the tsunami annex and ask the EOP group and Sharon Rebeschke to review.- SENT TO TERRY FOR EOP USE

ACTION – The EOP will work on a tsunami implementation plan. COMPLETED

ACTION – Tenneal to send communication regarding what the current COVID metric color chart means to all staff. COMPLETED

ACTION – Mike will train Cynthia and Lisa to do a safety inspection individually and then each will inspect their own cohorts. Mike will inspect the remainder of the building on 12/1/20. COMPLETED

ACTION - Safety Inspection scheduled for 12/1 at 8:00 am – Cynthia to send a calendar invitation to Mike and Lisa. COMPLETED

ACTION - Mike to work with Allyson regarding moving to the ECC storage area and providing shelving using the shelf placement process. WAITING FOR ELECTRICITY TO THE BUILDING – 12/17 & 12/18

ACTION - Tammy to complete the general ECC safety inspection by Dec 15th. COMPLETED

ACTION - schedule a Claps for Drivers date by the Dec. meeting. POSTPONED TO JANUARY MEETING

III. Minutes

- A. Review/approve November minutes. APPROVE

IV. Reports

- A Review of 801's/Accidents – no new reports
- B Fire Drill/Classroom Drills
 - CB office – scheduled for 12/21
 - GB office – completed 12/14
 - EI/ECSE Coquille – none to report
 - EI/ECSE Brookings – none to report
- C Behavior Team – Tenneal and Lisa reviewed the report with the team, putting supports in the classroom in January. PPE for staff not needed yet.
 - ACTION - request report by school**
 - ACTION – Cynthia and Lisa to implement STAR training**
- D SAIF report – nothing new to report
- E EOP update – discussion of COOP meetings, annexes, responsibility of the safety committee within the COOP.

V. Old Business -

- A Exposure Control plan – implementation discussion – Tenneal updated the team regarding employee level of risk and identify the training for that exposure. Leadership team is reviewing positions for further discussion and moving towards training.

- B Draft Tsunami plan – Mike reviewed the draft. Terry requested additional appendix to be included.
ACTION - checklist for what is in the Go Bag to be reviewed annually and items replaced/updated/expired.
ACTION – place information in COOP grid.
ACTION – Tsunami drill with staff only first before involving students

VI. New Business

- A COVID communication/safety needs – reminders after the holiday break – social distancing, co-horting, hand washing, mask wearing, contact tracing logs and new information regarding breakrooms/lunches
ACTION – send out a COVID specific Bulletin Board the first day back from holiday break.

- B OSHA risk assessment review – Tenneal compared what was in the OSHA document and RSSL, risk assessment and infection control plans and presented the ESD infection control plan. The complete plan is found on the ESD COVID page/Education.
ACTION - Tenneal will follow up regarding N95 masks in isolation rooms.

- C Draft Safety Suggestion Box – Tenneal presented a new safety suggestion box implementation.
ACTION – Provide information how to use the safety suggestion box in the Bulletin Board.

VII. Future

Discussion of a staff gift when the ESD reaches 365 accident free days. Hand sanitizer, gift cards (Subway, coffee?), hand lotion or other ideas. The team agreed to move forward with the idea.
ACTION - Sharon to investigate ideas for GB. – discuss again at the January meeting.

Next meeting – Tuesday, January 26th at 3:30 pm in the board room/via Zoom.