

Safety Committee Meeting

June 15, 2021

3:30 p.m.

Zoom meeting

Notes

Attendees: Mike, Terry, Kathy M, Lisa, Sharon, Cynthia, Donna

Absent: Tammy, Tenneal, Bobby

Committee members

Tenneal Wetherell

Cynthia Barthuly

Mike Baumer

Terry Plotz

Donna Johnson

Kathy Metzger

Sharon Rebeschke

Lisa Wendel

Bobby Wheaton

Tammy Yeager (on sabbatical)

Chairperson

Administration

Safety Officer

Licensed representative

Licensed representative

Confidential representative

Gold Beach representative

Behavior Team representative

Classified representative

Classified representative

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

January mtg

ACTION – Mike is working to collect and dispose of wooden door wedges and to find a different way to keep the doors open.

MIKE WILL DRILL EYE BOLTS INTO THE WALLS BEHIND THE DOOR AND A CABLE FOR THE DOORKNOB ON MIKE'S SUMMER TO DO LIST

March mtg

ACTION – Tenneal to send out a positive, encouraging COVID/Safety email right before Memorial Day weekend. KATHY TO SEND OUT BY 5/27 COMPLETED

ACTION – In next year's safety campaign we will set a goal to create/add a video of slips/trips/falls, etc. using SCESD staff and classrooms. 21/22 SCHOOL YEAR

ACTION – Request CB district emergency plan. TERRY TO FOLLOW UP BY 8/30

TERRY HAD A COPY OF CB PLAN AND SLIDE SHOW FOR EMPLOYEES ON 6/15/21

ACTION – Kathy to work with Terry to get samples of evacuation plan laminated by 8/30

April mtg

ACTION - The EOP will complete and implement current annexes before additional annexes are added. TERRY IS WORKING ON ATTACHING APENDIX FOR CURRENT ANNEXES THEN THEY WILL BE COMPLETE.

6/15 – Terry reported 2 completed, 2 to finish – evacuation maps and communication info.

6/15 – Terry reported he started calendar items – will send to Kathy by 6/18.

ACTION - Mike will redo all stair strips over the summer unless it becomes an emergency. SUMMER TO DO LIST

May mtg

ACTION – Cynthia will work with Donna and the Nurses regarding costs, expiration, and additional work that might be required to offer the tetanus clinic and bring information back to June meeting. ON THE AGENDA FOR DISCUSSION

ACTION – Kathy to assist Terry to create a master calendar of due dates and follow up with partners.

TERRY FOLLOWED UP ON ALICE TRAININGS/LOCKED DOORS IN CB DISTRICT. NO SPECIAL CLOSERS FOR DOORS/KEPT LOCKED OUTSIDE – STAFF LOOKING INTO.

ACTION - BRING TO SEPTEMBER MEETING – LISA TO FOLLOW UP

ACTION - Terry will be ordering handheld radios by the end of the week. COMPLETED

ACTION – Terry to provide information to Kathy to include in the bulletin board until specific trainings to be offered. COMPLETED

ACTION – the team approved goals and activities for 21/22. COMPLETED

ACTION - Mike asked Lisa to email any suggestions for trainings by the June meeting.

ACTION - SHELF PLACEMENT AND LIFT TRAINING, ADDITIONAL TRAINING NEXT YEAR FOR ALS FOR SLIP/TRIP/FALL SPECIFIC TO CLASSROOMS – COMPLETED BY 1/31/22

ACTION - Cynthia would like shelf placement, lift training and reporting unsafe situations in districts/classrooms MIKE TO CHECK TIMELINE WITH CYNTHIA

ACTION – Mike to provide training for staff in the GB office – shelf placement, lifting, exiting the building IN THE FALL BY DEC 31, 2021

ACTION – there was a request to inspect district staff space COORDINATED WITH ALS TRAINING IN THE FALL. MIKE TO WORK WITH REGIONAL, EI/ECSE IN BKGS.

ACTION - Kathy to request general SAIF trainings for All Staff Day - COMPLETED

III. Minutes

A. Review/approve May minutes – APPROVED.

IV. Reports

- A Review of 801's/Accidents -
Two new 801's as of 6/15/21 – the team reviewed both and agreed they while they were accidents, it was not anything that the safety committee could anticipate. Discussion of the new incident report and the team agreed the staff person had not received information as to how to dress for the day.

- B Fire Drill/Classroom Drills
CB office – scheduled for 6/21
GB office – scheduled for 6/16
EI/ECSE Coquille – follow school schedule
EI/ECSE Brookings – follow school schedule

- C Behavior Team – Lisa shared there is nothing new to report, and we are ending the school year in good shape with low numbers. She indicated the additional wrap around for the students has helped and will continue to use interventions moving forward.

- D SAIF report – numbers still low but need to review slip/trip/falls to help next year.
ACTION – Mike to research how to work with staff to be more present as they move through the classrooms and buildings to avoid slips/trips/falls.

- E EOP update – the team reviewed the implementation document. Terry to work with Dawn and Mike within the EOP team and report to the Safety Committee.
Once the annex implementation has taken place the safety committee may be tasked with monthly/annual drills to keep the project going.
ACTION – leave the EOP update on the agenda to check in with Terry & Mike for annex implementation.

- F COVID Q&A – the team will wait for updates over the summer, and Mike reported that there were no workplace outbreaks at the ESD over the last 15 months. Cynthia thanked the Nursing team for their work over the past year.

V. Old Business -

- A Follow up on ADA report –
ACTION – Kathy and Mike to follow up over the summer.

VI. New Business

- A Draft Safety Committee calendar – team reviewed and approved the calendar.
ACTION – The team to provide any updates to Kathy as they come up
ACTION – Kathy to put in google docs for the team to use.

- B Tetanus shot discussion – Mike shared information provided indicating it would cost \$35.00 per shot and we are unsure about expiration dates.
ACTION – Kathy to add to agenda next month – discussion of Hep B and tetanus shots with CHW – bring information back.
ACTION – Kathy to add tetanus communication reminder to all staff in Sept.

VII. Future

Personalize trainings for SCESD using specific classrooms/spaces/people for next year.

Mike to work with Bobby to produce Slip/Trip/Fall, to include distracted walking and invite Nathan Oliver to assist.

Good of the order

Next meeting – Tuesday, July 20 at 3:30 pm in the board room/via Zoom.