

# Safety Committee Meeting

May 25, 2021

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 (on sabbatical)

Chairperson

Administration

Safety Officer

Licensed representative

Licensed representative

Confidential representative

Gold Beach representative

Behavior Team representative

Classified representative

Classified representative

Attendees: Mike Baumer, Tenneal Wetherell, Terry Plotz, Bobby Wheaton, Kathy Metzger, Lisa Wendel, Sharon Rebeschke, Cynthia Barthuly, Donna Johnson

Absent: Tammy Yeager

### 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

#### November Mtg

**ACTION – GB Tsunami drill by 6/30/21. COMPLETED**

#### 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**

**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 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.**

**ACTION – The team discussed a possible campaign to not use your foot to flush  
NO ACTION TAKEN**

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

**ACTION – Mike and Tenneal will review Susan’s Garden boxes and report back in May. THEY REVIEWED AND NOT SURE WHERE SLIVERS CAME FROM, SPOKE TO STAFF WHO SENT EMAIL WHO HAD NO IDEA ABOUT THE COMPLAINT. NO ACTION NEEDS TO BE TAKEN AT THIS TIME.**

**ACTION – Mike/Tenneal to email all staff that the Wellness Room is available, provide a clipboard in the breakroom to sign up and request single users clean in/out. COMPLETED 5/25**

### **III. Minutes**

- A. Review/approve April minutes - **APPROVED**

### **IV. Reports**

- A Review of 801’s/Accidents -  
801 filed – the team reviewed the report filed.  
Mike proposed the ESD offer an annual tetanus booster shot clinic. Donna addressed costs, billing, need to add to Alert system, etc. that need to be addressed before providing for staff or Tenneal shared to send staff to community health center for the shot, ESD to buy out the claim, less than the cost of a shot clinic, provide tetanus information in the Bulletin Board to staff to be proactive,  
**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.**
- B Fire Drill/Classroom Drills  
CB office – **5/21**  
GB office – **5/21**  
EI/ECSE Coquille – follow school schedule  
EI/ECSE Brookings – follow school schedule
- C Behavior Team – Lisa reviewed the report that was shared with nothing new to report.
- D SAIF report – The team reviewed the report noting the new 801 filed.
- E EOP update – Terry discussed the need for annexes are implementable and what does implementation look like? Discussion regarding people who are trained, which parts are present to make the annex work, and the need for exercise and drill calendar dates.  
**ACTION – Kathy to assist Terry to create a master calendar of due dates and follow up with partners.**  
**ACTION - Terry will be ordering handheld radios by the end of the week.**  
Discussion regarding the All Staff PD day survey with only 12-14% of staff participated. Terry reviewed the survey with the request for other trainings

(to include but not limited to landslides, toxic spills, first aid. There were a few staff with radio experience and questions also included how to provide for students with special needs.

Discussion of ALICE training – Mike and Bobby would need to retrain to be comfortable.

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

F COVID Q&A – none

#### **V. Old Business -**

A – Follow up on email from Allyson McNeill regarding slivers from the wood trellis and garden boxes in Susan's Garden and the solution to varnish/stain them over the summer.

**SEE ABOVE**

B - Slow opening of SCESD Wellness rooms – single use/training, sign in/out, clean in/out. The team discussed, spray the room once a week, room accessibility, and agreed to reopen.

**SEE ABOVE**

#### **VI. New Business**

A 2021-2022 Safety Committee Goals – the team reviewed the proposed goals and activities.

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

B Retirement and Departing Employee safety discussion – the team discussed the event and any additional safety ideas were requested.

**ACTION – Kathy will provide hand sanitizer and masks for attendees**

C Pictures from GB office

#### **VII. Future**

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

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

**ACTION - Cynthia would like shelf placement, lift training and reporting unsafe situations in districts/classrooms**

**ACTION – Mike to provide training for staff in the GB office – shelf placement, lifting, exiting the building**

**ACTION – there was a request to inspect district staff space**

**ACTION - Kathy to request general OSHA/SAIF trainings for All Staff Day.**

#### **Good of the order**

Cynthia thanked Mike for his safety committee leadership

Next meeting – Tuesday, June 22 at 3:30 pm in the board room/via Zoom.