

**Safety Committee Minutes
November 29, 2016**

I. Discussion of current reported Employee and Student injury reports.

A review of all the student and non-student injuries resulted in a decision that none of them were caused by a safety issue, but were the result of normal student interactions and/or things that could be resolved easily.

II. Building Issues Discussion-things that need to be addressed.

1. Aiken-None Jennifer Susuki
2. Alameda-Absent Karla Cervantes
3. Cairo-Absent Robert Christensen
4. Maintenance-None Bob Bennett
5. Grounds-None Antonio Corona
6. May Roberts- Mashell Hooker
7. Nutrition Services Pam Suyematsu
8. OHS-William asked what the expectations were for the stairs in the football stadium as far as snow removal. Bob suggested that he talk with Jodi to find out what the best solution is. Bob suggested that we lock the gate and have students walk around the stadium to prevent accidents and injuries from falling on ice and snow.
William Derr
9. OMS-The Art Room Decorations need to be secured. Bob will visit the Art Room and see if there is a way to secure the decorations.
Laurie Duerr
10. Pioneer-None Jennifer Susuki
11. Transportation-None Diana Howarth

III. New GHS/SDS books discussion-Bob Bennett-The new SDS books were given to each schools representative to be taken back and placed in their designated place, which should be the Staff Lounge. The chemical labels and Safety Data Sheets are going through significant changes. They are being "harmonized" with a new international system, Globally Harmonized System of Classifying and Labeling of Chemicals (GHS). The new chemical labels are required to have:

- Product Identifier
- Supplier Identification
- Precautionary Statement: Provides information about how to prevent exposure to a chemical, how to respond to exposure and how to store the chemical properly.
- Pictogram: A symbol that is intended to quickly convey specific information about the hazards of a chemical. It is a black symbol on a white background within a red diamond.
- Signal Word: Indicated the severity of the hazard.
- Hazard Statement: Describes the nature of the hazard.



- Supplemental information (e.g. Telephone Number)

The new Safety Data Sheets (SDS) will contain a 16 section standardized format. (See attached list) All of the products that we use in the district should have a Safety Data Sheet in the book. If you are aware of any products that are not listed in the book please send the information about the product to Bob Bennett so we can add it to the books.

IV. Safety Demonstration and Presentation-Laurie Duerr-Good Housekeeping-The leading cause of school employee injuries continues to be slips, trips and falls. Practicing good housekeeping can eliminate many of these injuries. Following are tips to improve housekeeping around school:

- **Get Organized**, remove clutter, store supplies and materials safely, do not store materials within 18" of light fixtures or sprinkler heads. Keep file drawers shut. Keep floors clean.
- **Electrical Safety** Keep floors in front of electrical panels and fire extinguishers clear. Don't overload electrical outlets. Secure extensions cords to the floor. Don't daisy chain cords.
- **Chemical Safety** Ensure chemicals are properly labeled. Store chemicals and cleaning products out of student's reach
- **Be Proactive** Clean up spills immediately. Know where "Caution Wet Floor" signs are located in case you come across a spill. If you drop it, pick it up. Report unsafe conditions to the principal or secretary.

We discussed several pictures that Laurie provided of actual problems in the district and identified each safety issue in the picture. Have pride in your workplace. Keep it clean and orderly.

Antonio Corona-Landscaping Safety- Most of the same points were brought up in the Good Housekeeping presentation. Extra things to look for are down spouts freezing and causing ice to form on walk ways. Cords left in walk paths. Walk ways becoming icy and Trash receptacles being kept clean and emptied so they do not attract bees. Sometimes the snow removal will cause a wire to be out of place by the fencing so if you notice an issue please let Antonio know. Double check your snow and leaf blowers to see if they need service. Let Antonio know if they do so he can get them serviced before the snow season starts. Also, if you need snow shovels let Antonio know as soon as possible.

Jennifer Susuki-Fire Extinguishers- There are four elements that must be present for a fire to exist. There must be Oxygen to sustain combustion, Heat to raise the material to its ignition temperature, Fuel to support the combustion and a Chemical Reaction between the other three elements.

The concept of Fire Prevention is based upon keeping these four elements separate. Not all fires are the same. Different fuels create different fires and require different types of fire extinguisher agents.

- **Class A** fires are fires in ordinary combustibles such as wood, paper, cloth, trash, and plastics.
- **Class B** fires are fires in flammable liquids such as gasoline, petroleum oil and paint. Class B Fires also include flammable gases such as propane and butane. Class B fires do not include fires involving cooking oils and grease.
- **Class C** fires are fires involving energized electrical equipment such as motors, transformers, and appliances. Remove the power and the Class C fire becomes one of the other classes of fire.
- **Class D** fires are fires in combustible metals such as potassium, sodium, aluminum and magnesium.
- **Class K** fires are fires in cooking oils and greases such as animal fats and vegetable fats.

Some type of fire extinguishing agents can be used on more than one class of fire. All our fire



extinguishers are for A, B and C fires. Others have warnings where it would be dangerous for the operator to use a particular fire extinguisher agent. **When it is time to use the extinguisher on a fire, just remember to P.A.S.S.! Pull** the pin, **Aim** at bottom of fire, **Squeeze** and **Sweep** it back and forth. Anyone can pull the Fire Alarm and if the alarm goes off you are required to leave the building.

V. Safety Inspection Discussion- Go over inspection reports

Aiken-Boiler room had light bulbs leaning on the electrical panels and signs leaning on the water heater.
Antonio Corona

Alameda-Paper cutters were left open, electrical heaters did not have a 3 foot clear space around them and the gym exits and south computer lab exits were blocked.
Bob Bennett

Cairo-No Issues found. Jennifer Susuki

Pioneer-Absent Maria Benites

May Roberts-Custodial closet has boxes hanging over the top shelf.
Robert Christensen

OMS-Kitchen store room had boxes stacked to high on tilted can rack. Art storage room cluttered, possible tripping issue and vindicator was left out on table.
Pam Suyematsu

OHS-No Issues found Karla Cervantes

Quest Academy-No Issues found.
Laurie Duerr

District Office-Heaters did not have auto shut off. Heaters were replaced.
Laurie Duerr

Warehouse-Aisles were not clear possible tripping issue.
William Derr

Bus Shop-No Issues found.
Diana Howarth

VI. Comments-Even though we are not having a Safety Committee Meeting in December please remember to do the Safety Inspection you are assigned and turn it in by the second week of December to Julie.

VII. Next Meeting – January 31, 2017, 1:30 District Office, Board Room.

