

Safety Committee Meeting Minutes September 30, 2014

I. Safety Presentation – Scott Brown, Sr. Safety Management Consultant, SAIF Corporation, Eastern Region

Scott handed out the information for Effective Safety Committees and the School District Safety Inspection Checklist. We discussed the role of the Safety Committee was to prevent employees, students, parents and visitors from getting hurt by effectively helping prevention. District level Safety Committees are more effective, make it easier to meet the OSHA compliance and serve as a central information point for the whole district. Since 95% of all accidents are preventable it is the committee's responsibility to watch for exposure and hazard issues and get them resolved as soon as possible.

The Safety Inspection Checklist is a guide for completing inspections and the items bolded on the handout were the things that caused the most safety problems namely: electrical cords, storage in high places, obstacles and debris in normal walking places, eye and hand protection for handling chemicals, storage areas, floors, carpets and mats, and the proper use of ladders.

While completing inspections it is recommended to ask questions as you do your walk through of the individual who works in that area. Do not criticize! You are there only to recommend improvements to help prevent accidents from happening.

Bob asked if there were any height restrictions or code restrictions for the use of ladders. Scott was not aware of any but to always follow the guidelines which are for every four feet up you should go one foot out. Also, Bob asked if there were any restrictions or recommendations for floor mats. Scott was not aware of any restrictions but does have guidelines and will get back to Bob with that information.

Pam asked about the use of the anti-fatigue mats. Scott recommended just wearing shoes with good support especially for individuals that move around a lot. Anti-fatigue mats are normally only for the individual that stands in one place for long periods of time. If you are moving around a lot the mat may only cause more of a tripping hazard.



In conclusion, Scott offered to come to any meeting or site to give advice about any safety issue or concern.

II. Injury Reports, Forms and Discussion

There were 27 student injuries reported between July 1, 2014 and September 29, 2014: three at Pioneer; five at OMS; five at May Roberts; eight at Aiken; one at Cairo and five at OHS. Through September 29, 2014, 27 student injuries have been reported in the 2014-2015 school year.

There were 10 non-student injuries reported between July 1, 2014 and September 29, 2014. Through September 29, 2014, 10 non-student injuries have been reported in the 2014-2015 school year.

Eric went over the forms for reporting student injuries and non-student injuries. The injury accident analysis form will be a follow up form that is filled out by Bob Bennett and/or Eric Norton due to an accident that needs assessment and a resolution that will keep it from happening again.

III. Safety Inspection Forms and Discussion

The Safety Inspection Schedule for 2014-2015 and the form for the Safety Inspection Report were discussed. The inspection needs to be completed and the completed form sent to the District Office by the 2nd Tuesday of each month. Inspections should only take between 15 and 30 minutes depending on the size of the school. You will only be doing an overall assessment walking through main areas such as: kitchens, staff rooms, computer labs, some classrooms, libraries, office, etc.

- As you do your inspection, list any hazards that you observed under details of inspection and respectively list recommendations and the responsible party for completing the correction.
- After listing all the details of inspection, recommendations and responsible party, sign the form as the Inspector and take it to the building representative (Custodian or Administrative Staff) and have them sign the form. Give a copy to building representative if follow up issues were listed and also send a copy of the form to the district office to Eric Norton or Julie Pabst.
- After all of the items listed on the form have been resolved have the building administrator (Custodian or Administrative Staff) sign and date the form and send a copy to Eric Norton or Julie Pabst.

IV. Comments – Next month we will be voting for a Safety Committee Chair and Vice Chair Person.

V. Next Meeting - October 28th, 2014, 1:30 District Office, Basement Conference Room.



Ontario School District Mission Statement: All students will be equipped with the skills for lifelong learning and graduate as responsible adults prepared for college or career.



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- III. Safety Inspection Forms and Discussion

- IV. School Reports Discussion

1. District
2. Aiken
3. Alameda
4. Cairo/Pioneer
5. May Roberts
6. OMS
7. OHS
8. Maintenance
9. Transportation
10. Food/Custodial Services

- V. Comments –

- VI. Next Meeting - October 28th, 2014, 1:30 District Office, Basement Conference Room.

