



## **Safety Committee Meeting Minutes October 28, 2014**

### **I. Injury Reports Discussion**

There were 25 student injuries reported between September 29, 2014 and October 27, 2014: six at Pioneer; three at May Roberts; twelve at Aiken and four at OHS. Through October 27, 2014, 52 student injuries have been reported in the 2014-2015 school year.

There were 3 non-student injuries reported between September 29, 2014 and October 27, 2014. Through October 27, 2014, 13 non-student injuries have been reported in the 2014-2015 school year.

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 easily resolved. Pioneer had several students stung by bees but no one found a nest. The employee incident dated 10-6-14 was discussed and it was noted that warning cones should have been placed on the floor until it was completely dry. Also, the employee incident dated 10-21-14 caused by the cord has been resolved.

### **II. School Reports**

1. District - None
2. Aiken – Box car needs to be cleaned out or another storage container brought in.
3. Alameda - None
4. Cairo – The teachers have been notified about the cords in the resource room and the projector issue.
5. Pioneer – Table was removed from in front of the fire extinguisher and a cord protector has been ordered to resolve the issues.
6. May Roberts – Boxes that were stored too high were moved lower.
7. OMS - None
8. OHS – Custodial closet needs new labels on bottles for safe usage.
9. Maintenance – The playground inspection failed the gravel impact, everyone needs to keep the gravel raked to keep the depth consistent.
10. Transportation – Priority for clearing and using ice melt should be the loading/unloading zones and walkways for students.
11. Food/Custodial – OHS needs a new light installed outside the cafeteria. The



staff members working in the cafeterias are trying out the anti-fatigue insoles in place of mats. Pam will give us an update at the next meeting.

- III. **Safety Inspection Feedback** – All the schools were inspected this month. William said the checklist given to us by Scott Brown was very helpful when completing the inspections. Eric suggested that we stick to the categories on the list and concentrate on slip, trips and falls. If possible take care of a safety issue yourself and /or follow up to make sure it is resolved. When doing inspections just get a good sample of classrooms and don't try to do all of them. The inspection should only take you thirty to forty minutes. If everything seems okay on all the previous inspections for the building you are assigned then go a little deeper. Pam asked about space heaters and we were all reminded that they are required to have a UL sticker, never run on an extension cord, three foot clearance around it and never plug into computer power box. Also, make sure no one is propping doors open since it causes heat loss but mostly it is a fire hazard and could cause our insurance to be void as those doors are required to be closed at all times.
- IV. **Selection of Safety Topics for Presentations** – Eric picked the most important topics for presentations, the list was presented. The presentation assignments are listed below. This only requires you to lead a discussion on the topic for approximately ten minutes, provide handouts and be bright, brief and be gone!

**2014-2015**

NAME	TOPIC	DATE OF PRESENTATION
Sara Byrne	Proper lifting/Back Care	25-Nov-14
William Derr	Slips/Falls/Icy Weather	30-Dec-14
Pam Suyematsu	Ladders and Chairs	27-Jan-15
Eric Norton	Know the Chemicals you work with	24-Feb-15
Jinell VanCorbach	Playground Safety	31-Mar-15
Diana Howarth	Cutting Edge Safety Tips	28-Apr-15
Bob Bennett	Good Housekeeping	26-May-15

- V. **Selection of Chair and Vice Chair Person** – Voting was completed and Pam Suyematsu/Laurie Price was voted as Safety Committee Chair and Bob Bennett was voted as Vice Chair. They will be required to conduct the Safety Committee Meetings and help plan the agenda.



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.

VI. Comments –Bob reminded us that the fire inspections will be done sometime in the month of November. Check all your door stops, make sure you have direct plugs for surge strips, coffee pots and microwaves. Also, check the following:

- a. Check all mats at entry doors
- b. AED's sign off sheet needs to be completed. Schedule them for early mornings and they are located in the common areas and offices.
- c. Cord protectors can be ordered at Staples
- d. Chemicals for cleaning desks are only for use by teachers and application should be done only by teachers. Make sure they are labeled.

Eric asked that each Safety Committee member contact the individual planning the agenda for building staff meetings and request five minutes to relay the information they receive in the Safety Committee Meetings. Relaying information works best face to face.

The question was asked about who is required to attend work on an official closure for snow day. Eric informed us that those required to work are all maintenance, secretary III and above, administrative staff and custodial staff.

VII. Next Meeting – November 25, 2014, 1:30 District Office, Basement Conference Room.

