



Safety Committee Meeting Minutes November 24, 2014

I. Injury Reports Discussion

There were 16 student injuries reported between October 28, 2014 and November 24, 2014: five at Pioneer; four at May Roberts; one at OMS; three at Aiken and three at OHS. Through November 24, 2014, 68 student injuries have been reported in the 2014-2015 school year.

There were 5 non-student injuries reported between October 28, 2014 and November 24, 2014. Through November 24, 2014, 18 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 or avoided.

II. Safety Inspection Discussion

1. **District** - None
2. **Aiken** - None
3. **Alameda** - None
4. **Cairo** - None
5. **Pioneer** – Need larger containers for all the coats and balls that end up just on the floor. Need to watch the height of the chairs being stacked. If they are leaning then they are too high. There are no regulations on how high the chairs can be stacked. Students are in and out of the building using the stairs so the floor at the bottom of the stairs ends up being very wet and could cause a slipping problem. Bob will look at purchasing a mat to place at the bottom of the stairs to absorb the water and solve the potential slipping issue.
6. **May Roberts** - Posters are very high on the walls and cover a lot of the wall. The height is not an issue, nor is the percent of wall space unless it gets out of control.
7. **OMS** - Need to move the large box of locks (replacement locks for hallway) down to a lower level. It is very heavy and requires a ladder to reach them.
8. **OHS** – The kitchen has a lot of equipment in it causing the fire extinguisher to be blocked. The equipment and chairs were moved. The Art room had a paper cutter with the arm up in the air and no latch to hold it down. Also, there were multiple strip plugs that were plugged into each other to reach the



equipment that needed electricity. The pencil sharpener was blocking the fire alarm so it was moved. Eric asked Bob Bennett to take a look at Room 215 and recommend a resolution for the power issues. The main office has a plug in the floor, with a cord plugged into it and had a small trash can over it. William will check out the floor plug issue and make a recommendation to Bob. Students are going outside instead of using the breezeway when going from the Gym to the Weight Room. That area is very icy and ice melt has been spread there but students need to be reminded to please use the breeze way in bad weather.

9. **Alternative School** – The entry way is very icy and parents were having a hard time going in and out of the building with their children. Bob will look into it and purchase a mat for the entrance.

10. **Maintenance** – Will be doing some grease and oil cleanup around the outside of the shop since employees are constantly walking through the area. Also the gate area is very icy and needs ice melt.

11. **Transportation** – Resolved an extension cord issue by mounting the cord underneath the table.

12. **Food Services** – The new light and ramp to the kitchen are great but now we have students sitting on the banister which is a safety issue. If you see them doing this please ask them to move off.

III. **Safety Presentation-** Proper Lifting/Back Care – Sara Byrne

- Plan ahead – size up the load – plan your route – clear the path
- Use material handling equipment – forklifts – hoists - dollies
- Rules of Good Lifting – bend your knees – good hand hold – center yourself over the load – lift straight up – don't twist or turn

Snow Shoveling Techniques

- Pick the right snow shovel – curved handle or adjustable length will minimize painful bending.
- Warm up thoroughly – cold, tight muscles are more prone to injury than warmed up, flexible muscles.
- Use ergonomic lifting techniques – face the object you intend to lift – keep your loads light – avoid twisting the back – keep heaviest part of object close to your body at center of gravity – walk to new location rather than reaching or tossing.
- Pace yourself – removing snow over a period of days lessens the strain on the back. – in deep snow, remove a few inches off the top at a time – take a break for a minute or two every 10-15 minutes using this time to stretch your arms, shoulders, and back to keep them warm and flexible.
- Keep your feet on the ground – use shoes or boots with good treads – spread sand, rock salt, or kitty litter to increase traction and reduce slipping.
- If possible, stop shoveling – use a snow blower instead.



Keeping these guidelines in mind during the winter season will lessen the chances of developing new back problems or worsening your low back pain while shoveling.

- IV. **Comments** – Pam noticed that some of kitchen faucets were dripping and wondered what the District procedure was for this in cold weather. Bob stated that the employees have been instructed to leave the faucet dripping when the weather is going to be in the single digits(especially in areas where the water pipes are on outside walls) to keep the pipes from freezing.
- V. **Next Meeting** – December 16, 2014, 1:30 District Office, Basement Conference Room.

