



## **Safety Committee Meeting Minutes December 16, 2014**

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

There were 15 student injuries reported between November 25, 2014 and December 15, 2014: two at Alameda; one at Pioneer; one at May Roberts; one at OMS; five at Aiken and five at OHS. Through December 15, 2014, 83 student injuries have been reported in the 2014-2015 school year.

There were 6 non-student injuries reported between November 25, 2014 and December 15, 2014. Through December 15, 2014, 24 non-student injuries have been reported in the 2014-2015 school year.

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 easily resolved. Just a reminder, that during raining or snowy days to put cones out as a warning for areas that have a slipping tendency due to heavy wet traffic.

### **II. Safety Inspection Discussion**

1. Aiken - Special Ed Classroom has extension cords across the floor that have now been moved along the wall. The Annex building has wall heaters blocked with carts and desks. All the objects blocking the heaters have been moved at least six inches away from them.
2. Alameda – No problems with Safety Inspection. The Fire Marshall inspection pointed out that we should not have posters posted on our warmers and convection ovens due to the potential fire hazard.
3. Alternate School – The ramp into the building does get slippery when wet. The side classroom had a computer cord hanging down so it was moved and secured. A high chair was blocking the fire extinguisher so it was moved. Also, since the building is small maybe inspections need to be done every other month instead of every month. Eric said we will continue every month for the rest of this school year but probably make the change for next year.
4. Cairo –No safety issues found



5. District Office – No safety issues found
6. Maintenance – Too many tractors were parked in the ally way making it difficult to get to the door of the shop. The tractors have been moved.
7. May Roberts – A large paper roll was left in the middle of the floor. It was moved and stood upright in the corner of the room. The PE storage had balls all over so we picked them up and put them in a container. Room 209 had desks stacked in a classroom that was being used, so they have been moved to a storage area. Several empty boxes were being stored up high on top of shelves. The boxes were moved so they would not fall.
8. OHS – A lot of the tables are missing screws causing the legs to fall off. Bob will get them taken care of over the Christmas break.
9. OMS – The kitchen door, fire exit had a cart sitting in front of it. Also, things in the kitchen were stored too high to reach without a ladder.
10. Pioneer – Needs some new electrical cords that meet code.
11. Transportation – No safety issues found.

**III. Safety Presentation-** Slips/Falls/Icy Weather – William Derr – A hand out entitled, During Winter Give Falls “the slip” was given to each committee member. Walking to and from parking lots or between buildings at work during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries – especially during the winter months.

**Think prevention** – In cold temperatures, approach with caution and assume that all wet, dark areas on pavements are slippery and icy.

Walking safety on ice and snow:

- Extend your arms out to your sides to maintain balance
- Keep your hands out of your pockets
- Watch where you are stepping and go slowly
- When walking on steps, always use the hand railings and plant your feet firmly on the ground.
- Use special care when entering and exiting vehicles.
- Walk in designated walkways
- Walk like a Penguin. Point feet out slightly increasing your center of gravity.
- Bend slightly and walk flat-footed with center of gravity over your feet.

#### **Dealing with Traffic**

- Before stepping off the curb, make sure all cars have stopped
- Avoid crossing in areas where driver visibility is low.
- Be on the lookout for vehicles sliding in your direction.
- Vehicles should yield to snow removal equipment.

**Indoor Safety-** Walking over a slippery floor can be just as dangerous as walking over ice.

- Remove as much snow and water from your boots as you can.
- Notice that floors and stairs may be wet and slippery.



### **Choosing appropriate clothing**

- Avoid boots or shoes with smooth soles and heels, wear shoes or boots that provide traction.
- Wear a heavy, bulky coat that will cushion you if you fall.
- Wear a bright scarf or hat or reflective wear so drivers can see you.
- Keep warm, but make sure you can hear what's going on around you.
- During the day, wear sunglasses to see better and avoid hazards.
- Make sure whatever you wear does not block your vision or make it hard to hear traffic.

### **If You Should Fall**

- Try to avoid landing on your knees, wrists, or spine.
- Try to relax your muscles if you fall. You will injure yourself less if you are relaxed.
- If you fall backward, make a conscious effort to tuck your chin so your head won't hit the ground with full force.

**IV. Comments** – The Alternate School entrance is very slick when it is wet. Eric will Talk with Bob Bennett to resolve the issue. Everyone needs to watch for wet floors near entrances and stairs. Please make sure we have a mat and/ or cones in those areas.

**V. Next Meeting** – January 27, 2015, 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.*



## **During Winter Give Falls "the Slip"**



*Courtesy of the Risk Management Division*

Walking to and from parking lots or between buildings at work during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries - especially during the winter months.

### **Think prevention**

In cold temperatures, approach with caution and assume that all wet, dark areas on pavements are slippery and icy.

### **Walking safety on ice and snow**

- + Extend your arms out to your sides to maintain balance. Beware if you are carrying a heavy backpack or other load—your sense of balance will be off.
  - o If you must carry a load, try not to carry too much; leave your hands and arms free to balance yourself.
- + Keep your hands out of your pockets. Hands in your pockets while walking decreases your center of gravity and balance. You can help break your fall with your hands free if you do start to slip.
- + Watch where you are stepping and **GO S-L-O-W-L-Y !!** This will help your reaction time to changes in traction.
- + When walking on steps, always use the hand railings and plant your feet firmly on each step.
- + Use special care when entering and exiting vehicles; use the vehicle for support.
- + Use extra care when getting in and out of vehicles; parking lots are particularly difficult to maintain between parked vehicles.
- + Walk on designated walkways
- + Walk like a Penguin. Point your feet out slightly like a penguin! Spreading your feet out slightly while walking on ice increases your center of gravity.
- + Bend slightly and walk flat-footed with your center of gravity directly over the feet as much as possible.

### **Dealing with Traffic**

Another hazard of walking on icy ground is dealing with poor road conditions. Keep these safety tips in mind if you're going to be crossing the street:

- Before stepping off the curb, make sure all cars and trucks have come to a complete stop. Motorists sometimes underestimate the time it takes to stop, often unintentionally sliding into the crosswalk.
- Due to poor road conditions, motorists may not be able to stop or slow down for pedestrians. Avoid crossing in areas where driver visibility is low—the cross traffic may not be able to stop in time.
- Be on the lookout for vehicles sliding in your direction.
- Vehicles should yield to snow removal equipment in streets and parking lots.

## **Indoor Safety**

Walking over a slippery floor can be just as dangerous as walking over ice! Keep these tips in mind if you are entering a building:

- Remove as much snow and water from your boots as you can. Water from melting ice on the floor can lead to slippery conditions.
- Notice that floors and stairs may be wet and slippery—walk carefully especially by outer doors.

## **Choosing appropriate clothing**

- + During bad weather, avoid boots or shoes with smooth soles and heels, such as plastic and leather soles. Instead, wear shoes or boots that provide traction on snow and ice; boots made of non-slip rubber or neoprene with grooved soles are best.
- + Wear a heavy, bulky coat that will cushion you if you should fall.
- + Wear a bright scarf or hat or reflective gear so drivers can see you.
- + Keep warm, but make sure you can hear what's going on around you.
- + During the day, wear sunglasses to help you see better and avoid hazards.
- + Whatever you wear, make sure it doesn't block your vision or make it hard for you to hear traffic.

## **If You Should Fall**

- Try to avoid landing on your knees, wrists, or spine. Try to fall on a fleshy part of your body, such as your side. Wearing thick clothing can help prevent injury to the bony parts of your body.
- Try to relax your muscles if you fall. You'll injure yourself less if you are relaxed.

If you fall backward, make a conscious effort to tuck your chin so your head won't hit the ground with full force.