

Safety Committee Meeting Minutes

April 25, 2013

I. Injury Reports Discussion-

There were 9 new student injuries reported between March 20, 2013 and April 24, 2013: Two at Pioneer; four at OMS; and three at OHS. Through April 24, 2013, 90 student injuries have been reported in the 2012-2013 school year.

There were 4 new non-student injuries reported between March 20, 2013 and April 24, 2013. Through April 24, 2013, 45 non-student injuries have been reported in the 2012-2013 school year.

II. School Reports

1. District-Good Inspection
2. Aiken-Absent
3. Alameda-None
3. Cairo-None
4. Pioneer-None
5. May Roberts-None
6. OMS-None-Band Room has music stands up above a dresser. Ask Music teacher why they are up there and how they get them down.
7. OHS-None
8. Maintenance-Remind students to stay away from the mowers. Eric will send an e-mail to all administrators asking them to remind students to stay away from the mowers.
9. Transportation-None
10. Food/Custodial-None

III. Safety Inspections Discussion-Please complete your May building inspection you are assigned and turn it in to Eric.

IV. Safety Presentation – Denise Quaid -Workplace Trips/Falls Safety Precautions. Denise handed out the six guidelines to prevent workplace slips, trips and falls.

1. Create Good Housekeeping Practices – Good housekeeping is critical. Plan ahead and know what needs to be done. Assign responsibilities for clean up to a specific person or group. Implement a program with procedures as a part of the daily routine.



2. Reduce Wet or Slippery Surfaces – Keep parking lots and sidewalks clean and in good repair. When snow and ice are present, remove or treat these elements. Use adhesive striping material or anti-skid paint whenever possible.
 3. Avoid Creating Obstacles in Aisles and Walkways – Keep all work areas, passageways, storerooms and service areas clean and orderly. Avoid stringing cords, cables or air hoses across hallways or in any designated aisle.
 4. Create and Maintain Proper Lighting – Use proper illumination in walkways, staircases, ramps, hallways, basements, construction areas and dock areas. Keep work areas well lit and clean. Always turn on the light first upon entering a darkened room. Keep poorly lit walkways clear of clutter and obstructions. Keep areas around light switches clear and accessible. Repair fixtures, switches and cords immediately if they malfunction.
 5. Wear Proper Shoes – The shoes we wear can play a big part in preventing falls. Employees are expected to wear footwear appropriate for the duties of their work task.
 6. Control Individual Behavior – It is human nature to let our guard down for two seconds and be distracted by random thoughts or doing multiple activities. It is ultimately up to each individual to plan, stay alert and pay attention.
- V. Comments- Eric reminded everyone to watch for bees and wasps. If you have a problem with them please fill out a work order for Bob and he will have it taken care of. Also, we do not have any major projects for the summer months so you can stay at your building unless you are assigned to help elsewhere. As soon as the OHS baseball season is completed the dugout will be torn out and replaced, and the sprinkler project for the field started. In order to volunteer for a project in the District the job duties cannot be similar to your current duties with the District. If you have questions about this please call Eric before volunteering.
- VI. Next Meeting will be September 25, 2013, 1:30 p.m. at the District Office, Basement Conference Room.

