

Safety Committee Meeting Minutes September 24, 2013

There were 12 student injuries reported between July 23, 2013 and September 23, 2013: one at OMS; three at Pioneer; two at May Roberts; four at OHS and two at Alameda. Through September 23, 2013, 10 student injuries have been reported in the 2013-2014 school year.

There were seven non-student injuries reported between July 23, 2013 and September 23, 2013. Through September 23, 2013, 7 non-student injuries have been reported in the 2013-2014 school year.

- I. Injury Reports Discussion –The employee incident on 7/23/13 (bus driver burn on right leg) was discussed and Diana was able to inform us that she had the light cover metal seal removed and replaced with a seal that was not made of metal. The employee incident on 09/10/13 (trip on cement sidewalk seam) was actually a trip on a bench. Had it been the side walk seam we would need to find a resolution for fixing the cement height difference.
- II. School Reports
 1. District – No Issues.
 2. Aiken - Absent
 3. Alameda – No Issues.
 4. Cairo – No Issues.
 5. Pioneer – Matias brought up the roof issues at Pioneer and Bob was aware of it and is in the process of getting it fixed.
 6. May Roberts- No Issues.
 7. OMS – The magnets on the foyer doors are not working properly causing the doors to hit students. Bob said he would have someone look at them.
 8. OHS – No Issues.
 9. Maintenance – Bob reminded everyone that they need to use the wet floor signs when mopping. Maintenance is not able to handle all large size objects and heavy deliveries so please inform Bob and Eric before making orders so that arrangements can be made to handle them properly when they arrive.
 10. Transportation – No Issues.
 11. Food/Custodial – No Issues.



- III. Safety Inspections-The new schedule was handed out to everyone and starts in October. Eric would like everyone to have their inspections done and handed into him by the second Friday of each month. We were all reminded to concentrate on slips, trips and falls.
- IV. Presentation – Scott Brown from SAIF-Scott gave a handout to each member that listed the purpose of a Safety Committee; School District Best Practices; Guidelines for Success; Scope of Activities and Safety Committee Members Duties. He emphasized that prevention is the key. OSAA requires Businesses to have a Safety Committee and they should serve for at least one year. The main purpose of the committee is preventing injuries. Make sure everyone in your building knows who their Safety Committee Representative is. When doing your inspections please remember to ask questions like how they get things on the walls up high and also how they get the storage boxes up on top of the cabinets? Focus on slip, trip and fall items and identify the issues. Also, pictures were handed out for us to practice identifying safety issues. The handouts are attached.
- V. Safety Committee Chairperson Selection – Sam Lopez was voted in as Chairperson and Vice Chair is Laurie Duerr.
- VI. Safety Topics Discussion
Eric will have the topics and signup sheet for the presentations for our next meeting on October 29, 2013.
- VII. Comments- Eric handed out the Safety Inspection Report Form to everyone and went over the proper use of the form. You as the member are the inspector (Sign the form as the Inspector) and should write down the issues you find. Then write your recommendation and assign the appropriate individual for resolving the issue. Give a copy of the form to the appropriate individual (Building Rep) for resolution and after all the issues are taken care of have the Administrator for that building sign and date the form and send a copy to Eric Norton at the District Office.
The Alternative School is open now and you should be able to access it at any time during the day.
- Eric asked Bob Bennett to schedule the Fire Extinguisher training for our next meeting on October 29th if possible. Eric would like to involve the building administrators since they are the first ones called if a fire started.
- Eric let all the committee members know when filling out their time card, if they are off the clock for our meeting that they need to add the time to their time card in order to get paid the time.
- VII. Next Meeting will be October 29, 2013 at 1:30 p.m.

