

Safety Committee Meeting Minutes September 27, 2016

- I. **Welcome Back** – Bob Bennett welcomed everyone to the first Safety Committee Meeting and each member introduced themselves.
- II. **Effective Safety Committees** – Bob handed out the guide for Effective Safety Committees and the main topics were discussed:

- Purpose of a Safety Committee
- School District Best Practice
- Guidelines for Success
- Scope of Activities
- Safety Committee Members

III. **Discussion of current reported Employee and Student injury reports**

There were 15 student injuries reported between August 23, 2016 and September 20, 2016; five at Aiken; three at May Roberts; six at Alameda and one at OMS. Through September 20, 2016, 15 student injuries have been reported in the 2016-2017 school year.

There were 13 non-student injuries reported between August 23, 2016 and September 20, 2016. Through September 20, 2016, 13 non-student injuries have been reported in the 2016-2017 school year.

Concern was raised about training the IA's for handling special education students since a lot of employee injuries result from interfacing with them. Eric informed us that each school has a team trained for handling these situations. The district has training available, so if you know of someone who works with these students and has not/or wants some training they just need to let their administration know.

The cheer stunt injury was discussed and some thought that the cheer squad should be wearing some type of protective gear. Bob will get the recommendations from SAIF, our insurance company, and let us know what they recommend.



Eric let us know that the three incidents at OHS were from interfacing with special education students and are due to a new IA that the students are getting to know. It is being monitored.

IV. Safety Inspection Checklist – Review Procedures and Schedule

1. Set up a time to meet with the building representative to gain access.
2. Inspect different areas than previously inspected if possible. Parking areas, bus loading areas, entries, foyers, hallways, classrooms, offices, restrooms, custodial closets, storage areas, shops, stairways, food services, mechanical spaces.
3. Look for Slips, Trips, Falls, Moving, Lifting and Carrying
4. Proper lighting, foreign objects in walkways, leaks from plumbing fixtures, smooth flat and clean walking surfaces, signage in potential slippery areas, awkward items to move, signage for proper lifting techniques, availability to ladders, condition of ladders, equipment to move large or heavy items, items stored overhead.

When you are assigned to do the Alt School they usually arrive about 7:30 a.m. and are gone by 2:00 p.m. The OALC hours are 8:00 a.m. to 3:15p.m.

In the Details of Inspection part of the Safety Inspection Report list a brief description of the problem. Then in the Recommendations part of the form list what you think a resolution would be and who is assigned responsibility.

We were all reminded by Bob to be sure to check the level of the impact areas around and under the playground equipment.

Depending on the size of the school you are inspecting you should plan on an hour or two to be able to complete each safety inspection.

The information you receive at each Safety Committee Meeting should be taken to your individual school Staff Meeting to inform and share the items that were discussed.

V. **Knowing who to assign responsibility to.** Administrative for training, Custodial for cleaning or moving, Maintenance for repair, Staff for organization.

VI. **What to do with completed inspection forms:**

- After reviewing the completed form with the **building representative** give them a copy so they can follow-up on the proper resolution.
- Keep a copy for yourself.
- Send a copy to Julie Pabst for the District Records.
- After everything is resolved or if you did not find anything have the **Administrator** for that building sign the form and send a copy to Julie Pabst for the District Records.
- Be prepared to discuss your findings at the next meeting.



You are not required to find a whole list of items that need correction. It is okay to list things that are being done correctly.

VII. Review the date for completion of inspections. The Safety Inspection Report is to be completed by the second Friday of each month.

VIII. Discussion of the topics for presentations and assign. Each month we assign one or two committee members to give a five to ten minute presentation on a safety topic. Bob handed out a list of thirty four suggestions. Everyone needs to pick a topic and send it to Julie Pabst. A schedule with the dates you will be assigned for your presentation will be sent with the meeting minutes.

Eric Norton volunteered to do the Safety Presentation for the October 25th meeting.

IX. Discussion-It was asked how long we need to keep the inspection forms and Eric let us know it only needs to be one year. The District Office keeps them for six years.

Also, if parent volunteers ask to use a ladder what do we do? Students are never allowed to use a ladder. If a parent volunteer asks to use a ladder be sure to ask if they have been trained on the proper use. If they have not had training give them a quick training on the proper use of a ladder and then you can allow them to use it.

X. Next Meeting – October 25, 2016, 1:30 District Office, Board Room.

