

## **Safety Committee Meeting Minutes December 17, 2013**

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

There were 8 student injuries reported between November 25, 2013 and December 16, 2013: three at OMS; two at Aiken; two at Cairo and one at OHS. Through December 16, 2013, 50 student injuries have been reported in the 2013-2014 school year.

There were 4 non-student injuries reported between November 25, 2013 and December 16, 2013. Through December 16, 2013, 25 non-student injuries have been reported in the 2013-2014 school year.

### **II. Injury Reports Discussion – The employee incident on 12/06/13 (old bike rack against fence: was discussed and Alberto was asked to follow-up and find out what the situation is with the old bike rack.**

### **III. School Reports**

1. District – When inspecting the District Office, Gabby noticed the dates were off and discussion was given to be sure and check the extinguishers when doing your inspections.
2. Aiken – No issues
3. Alameda – Absent – New Safety Committee Representative will be Shelby Widner
3. Cairo – No issues
4. Pioneer – Some of the gym lights are out and need replacement.
5. May Roberts – No issues
6. OMS- Moved Mr. Hobbs from the old Home Economics room to a new area and the old economics rooms needs to be cleaned out before it is used for a regular classroom.  
Teacher complained about the noisy hand dryers in the restroom. Cannot resolve this issue.
7. OHS – No issues-What cleaners can be safely used in the classrooms, because they are using HD to remove ink. HD is okay and other cleaners as long as they are labeled properly and used properly.



8. Maintenance – Snow removal, other than what maintenance can do with snow removal equipment the rest needs to be done by custodial staff. Please be sure and shovel all snow away from all entrances to the schools. Fire alarm testing will be done during the holiday break. Bob has scheduled all the schools and there will be multiple tests at each school. Bob reminded everyone that they need to be wearing protection gear for hearing and eye protection when needed. Make sure you have it in your schools, if not notify your principal and purchase it, or notify Bob.
  9. Transportation – Bus Shop furnace quit so they were using space heaters and a cord across the room was noted but eventually resolved.
  10. Food/Custodial - Absent -
- IV. Safety Inspections Discussion – All the buildings were inspected in December except for May Roberts.
- V. Safety Presentation – Denise Quaid – Cold and Flu Prevention in the workplace – The tips given were: Wash your hands for at least 15-20 seconds with soap many times a day or sanitize with an alcohol-gel hand sanitizer, especially following contact with potentially contaminated surfaces:
1. Hands or face of others
  2. Doorknob or handle (including microwave and refrigerator)
  3. Copier machine buttons or parts
  4. Another person's keyboard or phone
  5. Coffee pot handle
  6. Elevator button
  7. Countertop
  8. Food or food container handled by others
  9. Shared books or other office materials
  10. Shared hand or power tools

Following washing, turn off the faucet with a paper towel. Dry your hands with an air dryer or a clean paper towel. Use a paper towel to open the bathroom door and dispose of paper towel in a trash bin outside of door. Use a hand sanitizer between washing. Avoid touching your face, eyes, or rubbing your nose. Wash out your water bottle daily. Clean shared items such as phones, keyboards, etc. Avoid close contact with anyone who has a cold or flu. Sneeze and cough into a tissue, throw away and wash your hands. Drink plenty of fluids. Get lots of fresh air and exercise regularly. Eat healthy foods, don't smoke, decrease alcohol, relax and avoid contact with known allergens.

The next presentation will be given by Matias Davila on slips, trips, falls and proper footwear.



- VI. Comments- Everyone needs to be careful when moving things around for programs. Please use the proper footwear, lift and carry things correctly. Since we will have a lot of people in and out of the buildings during the holiday break be sure to check the building exterior doors and make sure they are locked before leaving for the day.
- VII. Next Meeting will be January 28, 2013, 1:30 p.m. at the District Office, Basement Conference Room.

