

# OFFICIAL

## Crook County School District Site Safety Committee

November 4, 2013 – 2:30 PM  
Transportation Department

Members in Attendance: Dawn Camara, Dawna Sundberg, Jane Ashcraft, Renea Sedlecek

### 1.0 Approval of October 3, 2013 minutes

Dawn Camara moved and Jane seconded to approve the minutes from the October 3, 2013 meeting as written. The vote was unanimous in favor.

### 2.0 Old Business

#### 2.1 MSDS

Dawn informed the committee that Deen has ordered the paper copies for the binders from the Print Shop. There will be one binder in each building, to be held in the building engineer's office. Discussion followed regarding who will be responsible to maintain the information on the SafeSchools MSDS website and the binders. Jane suggested that the secretaries all be informed regarding new chemicals in the buildings and where any new MSDS information should be sent.

#### 2.2 Fire Extinguisher Training

The committee discussed whether the fire extinguisher training should be something done on an annual basis.

#### 2.3 Warehouse inspection

Renea has completed and submitted the walk-through inspection of the Warehouse to Dawna. No issues were cited. The report was filed with the others. Dawn did indicate that there is a work order in process to have back-up alarms installed on the fork lift at the Warehouse and the one at the Maintenance shop.

### 3.0 New Business

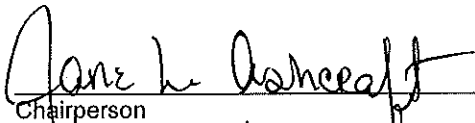
#### 3.1 Pioneer parking lot

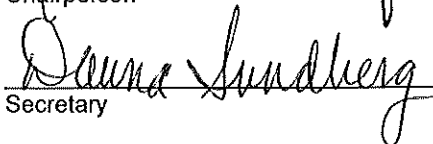
Jane informed the committee that the "little green man" (slow down sign) has been installed at the entryway to the Pioneer / Crooked River staff parking lot entrance on Holly Street. She is hoping that it will encourage drivers to slow down.

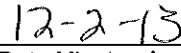
### 4.0 Adjournment

Meeting adjourned at 3:10 pm.

Next meeting is scheduled for December 2, 2013, 2:30 pm, at the Transportation office. Jane asked that site inspections be completed and turned into Dawna by December 16<sup>th</sup>, to review at the January meeting.

  
Chairperson

  
Secretary

  
Date Minutes Approved