

OFFICIAL

Crook County School District Site Safety Committee

December 2, 2013 – 2:30 PM
Transportation Department

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

1.0 Approval of November 4, 2013 minutes

Jane moved and Renea seconded to approve the minutes from the November 4, 2013 meeting as written. The vote was unanimous in favor.

2.0 Old Business

2.1 MSDS

Dawn informed the committee the MSDS binders are about ½ finished. As soon as they are completed they will be distributed to each building. It has still not been decided who will maintain the SafeSchools MSDS Management website for the district, although it is up and running.

2.2 Forklift Backup Alarms

Dawn told the committee that the backup alarms for the forklifts have arrived; however, they have not been installed yet.

3.0 New Business


3.1 ESD Safety Report

Dawna informed the committee that a lock-down drill is in the planning process for the District Office building. This will happen sometime in the spring after a new phone intercom system is installed. There was a walk-through of the building to determine any issues that might arise during a drill. One conference room door will need a new locking door handle installed. Lisa Lusk, ESD employee, will be in charge of planning the drill.

4.0 Adjournment.

Meeting adjourned at 3:00 pm.

Next meeting is scheduled for January 6, 2013, 2:30 pm, at the Transportation office. Jane reminded members to submit site inspections to Dawna by December 16th, to review at the January meeting.


Chairperson


Secretary


Date Minutes Approved