

Crook County School District
Site Safety Committee

November 3, 2014 – 2:30 PM
Pioneer High School

Members in Attendance: Jane Ashcraft, Dawn Camara, Julie Koon, Renea Sedlacek, Tonya Howard

1.0 Approval of October 7, 2014 minutes

Dawn moved and Julie seconded to approve the minutes from the October 7, 2014 meeting as written. The vote was unanimous in favor.

2.0 Old Business

2.1 Print Shop Copy Machines – Largest copy machine has been removed. The other one is still there.

2.2 Print Shop Relocation – Most recent update stated that the move would take place in December.

3.0 New Business

3.1 New Members – Pat Harvey is a possible replacement for Renea at Transportation Department – Jane will call and speak with him about doing so. Diana Rice will be taking Dawna Sundberg's place as the District Office representative.

3.2 Inspection Results –

- ~OSHA/BOLI Posters need to be updated at the warehouse.
- ~No smoke detectors at transportation/warehouse (will check on requirements).
- ~No intercom at transportation.
- ~Jane checked and confirmed that tech is not required to have CPR trained employee.
- ~Pioneer paper cutter was repaired.
- ~Maintenance First Aid supply cabinet was replenished.
- ~D.O. had poor quality extension cords which need to be replaced.

3.3 Next quarter inspections are due 12/01/14 and will be completed in the following department pairings:

- ~Print Shop & Technology
- ~Transportation & District Office
- ~Pioneer High School & Maintenance

It was suggested and agreed that the quarterly inspection sheet needs to be updated.

3.4 Meeting time and location was decided for the first Monday of each month at 2:30, Pioneer High School.

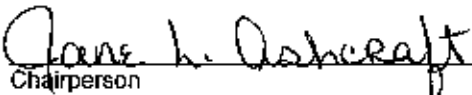
3.5 Jane volunteered to continue as 2014/2015 Chair. Vote was unanimous. Jane nominated Dawn as

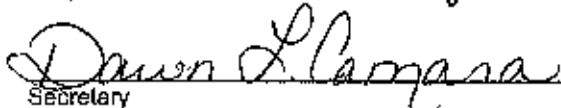
Secretary. Vote was unanimous.

3.6 Plans for 2015 – Julia Means to give another presentation.

4.0 Adjournment

Next meeting December 1, 2014, 2:30 pm at Pioneer High School
Meeting adjourned at 2:53 pm.


Chairperson


Secretary

12-1-14
Date Minutes Approved