

**Central Safety Committee**  
**Crook County School District**  
**October 15, 2014**  
**Crook County Middle School**

Members present: Deen Hylton, Beth Lambert, Diana Rice, Ramona McCallister, Rob Bonner, Gary King.

- 1.0 Meeting was called to order at 3:15 p.m.
- 2.0 The minutes of the April 23, 2014 meeting were passed out. They were already approved on 5-20-2014 via email.
- 3.0 Deen Hylton began the meeting by explaining the purpose and makeup of the Central Safety Committee, and responsibilities. He emphasized that this committee can take recommendations from other support or school site committees that could change district policy. He explained the difference between this committee and the Support Building Safety Committee--which inspects maintenance issues, technology, transportation, the district office, and Pioneer Alternative School.

The archives for past Central Safety Committee meeting minutes can be found on the CCSD website at <http://crookcounty.k12.or.us/departments/facilities-and-safety/safety-committee/>

The main topic of the safety committee meeting was ergonomic policy for the school district—or the lack thereof. Deen Hylton indicated that they get a few emails per year regarding desk chairs and ergonomics. He added that they only have enough money in the budget (under safety) to make maybe two or three changes in requests per year. When he's received a request, he's enlisted the help of Julia Means at SAIF for an assessment.

Deen said the District does not have a centralized buyer. The individual schools usually place the order by catalog, and this can be different from school to school. Because there is not a designated policy or place in the budget for staff furniture, we end up with a hodge-podge of furniture that may or may not be ergonomically appropriate. He emphasized that the district doesn't have a real designated budget for furniture.

He estimated that \$90K wouldn't even cover a third of the need for furniture in the district. When he is contacted about safety issues and furniture, sometimes he has a doctor's note, and sometimes he doesn't. The question came up as to what the district should consider as an ergonomic issue, and should they need supporting documentation?

The current Safety budget can cover approximately 3 chairs and keyboards per year. Hylton said that their entire safety budget is only about \$9k, and only approximately 10 -20% of that is available for furniture. (chairs, keyboards, mouse, headsets)

Diana Rice asked whether district employees should be asking to have their special requests for ergonomic furniture from the safety budget? Shouldn't they be budgeting in their own departments for special needs in this area?

It was also discussed on how different people like different solutions to ergonomic furniture. For example, some use an exercise ball to sit on and strengthen their back, while others could not consider this as an option. Deen has a copy of an ergonomic assessment recently done (names are not included) by SAIF Corporation and their recommendation for what should be considered as appropriate ergonomic furniture.

#### 4.0 Outcomes:

Deen will look into other school district policies regarding ergonomic furniture and budget processes. He will also check with Business Manager Anna Logan to see what budgets are available.

It was asked whether the new school and the bond upgrades would provide some more furniture for the district. Deen said that there is approximately \$400K for this, but much of that is earmarked for white boards, electronics, and furniture for the new school. Rob Bobber asked whether there would be new furniture for new classrooms and if so, how much?

Gary King: He pointed out that many of the issues that were being discussed were focused on staff who spend a lot of time at their desk.

Diana Rice: If people are hurting, they should ask for help, and speak up. She will look into the furniture budget for each school.

5.0 Meeting adjourned at 4:00 p.m. The next committee meeting was scheduled for Nov. 11 at 3 p.m. at CCMS Library but that is a school holiday. A new meeting date will be determined soon.

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Deen Hylton, Safety Officer

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Ramona McCallister, Secretary

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Date