

Approved Minutes  
District Safety Meeting  
January 13, 2015  
CCMS Library  
3:15 – 4:00 p.m.

Present: Deen Hylton, Gary King, Beth Lampert, Diana Rice  
Absent: Ramona McCallister, Rob Bonner, Kristina Brooks

#### Minutes of Previous Meeting

Minutes of previous meeting were not available due to Ramona's absence, but will be emailed to the members and formally presented at the February meeting.

#### SAIF Video Report

At our last meeting, we viewed a SAIF Power Point presentation about our District's accident history. Deen advised he will contact SAIF to request more detail and will share it when received.

#### District Ergonomics Policy

Deen stated he contacted OFSMA for help in finding districts which have implemented any kind of policy regarding ergonomics. Salem-Keizer School District shared their very comprehensive policy with us. Documents include a detailed email to Deen, Ergonomic Workstation Assessment & funding outline, and evaluation measurement guideline.

Committee members present agreed that an ergonomic policy is needed for our district. When we have safety claims, or have a request to purchase ergonomic items, a policy would provide a process, clarify responsibilities and give direction. It would also address the funding for purchase of ergonomic furniture or equipment.

MOTION: Gary King moved, Beth Lampert seconded, that Deen approach the District Management Team and share the need for this kind of policy, provide copies of Salem-Keizer SD's information, and invite their opinions about moving forward with modifying their policy for CCSD. Motion carried unanimously.
---

Since Diana replaced Dawna Sundberg on two different safety committees, she asked for a clarification of the duties of this District safety committee. Deen explained the other committee (support building sites) does the inspections for their assigned sites and makes notes on the inspection form, which is turned in to Deen for review. At his discretion, he creates work orders for certain items needing attention. Sometimes the inspectors make specific recommendations which may be just for file note.

The District safety committee is more about following or creating policies concerning safety issues. We are also tasked with investigating major accidents, coming up with solutions/recommendations to safety problems that are not resolved at the building level. It is also our responsibility to ensure the other sites are holding the required monthly safety meetings, quarterly inspections, etc.

Our next meeting is Tuesday, February 10, 2015 in CCMS Library.

Respectfully submitted,

Diana Rice  
Substitute Recorder

Salem-Keizer documents filed with minutes.