

**Central Safety Committee, Crook County School District**  
**April 15, 2015 minutes**  
**Crook County Middle School**

Members present: Beth Lampert, Diana Rice, Ramona McCallister, Gary King

Not Present: Deen Hylton, Kristina Brooks

- 1.0 Meeting was called to order at 3:15.
- 2.0 **Old Business:** Diana Rice moved and Beth Lampert seconded to approve the March minutes.
- 3.0 **New business:** Gary King filled in for Deen Hylton, and passed out a copy of the ergonomic workstation assessment to each member. He also presented the ergonomic workstation evaluation guideline. He indicated that if anyone had concerns to call Deen Hylton. He added that we need to talk to insurance regarding the stay-at-work program.

Beth Lampert indicated that she needs clarification on short-term and long-term disability.

A series of videos by SAIF Corp. were presented. Some of the information highlighted was reinforcement of the importance of posture, proper alignment of chairs and proper use of adjustments and use of a foot rest if necessary. Also included were the adjustment of keyboards and the mouse—using a 90° angle for wrists and a wireless keyboard offering the most flexibility. Adjusting your monitor to be at arm's length and at eye level is important as well.

The site for the videos has an option for downloading as a PDF.

Other safety issues: Diana Rice and Beth Lampert discussed the importance of addressing rolling chairs and how this could be a safety issue.

Other business: Diana Rice brought up that she will be retiring and this would be announced at the next District staff meeting. The committee will need to find a replacement for this summer and next year.

There was discussion as to whether to have meetings after May. Beth indicated that last year they didn't meet past May, and reconvened in October. When Deen returns in May, this will be addressed.

4.0 Adjournment

Meeting adjourned at 3:50 p.m. Next meeting will be at the CCMS library May 12, 2015

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Deen Hylton, Safety Officer.

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Ramona McCallister, secretary

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Date