

## Central Safety Committee, Crook County School District

December 15, 2015 Minutes

### Crook County Middle School

Present: Beth Lampert, Gary King, Deen Hylton, Dawn Camera, and Ramona McCallister.

Not present: Kristina Brooks, Rob Bonner

#### **1.0 Meeting called to order at 3:20 by Deen Hylton.**

#### **2.0 New Business**

The minutes were reviewed from the October meeting. Gary King asked what the code numbers on the notes of which employees were injured meant. Deen indicated that it corresponded to each group, and suggested that we strike the numbers, so they wouldn't be confusing.

Deen made a motion to accept the minutes with above change. Beth seconded. Unanimous.

#### **3.0 Old business:**

Ergonomic Workstation Assessment:

Went over the revised assessment. Suggested revisions:

3.3-strike optional

4.4.2 change to "a member of"

4.5.3 All ergonomic activity, including any work environment change or purchase recommendations made by the employee or Central Safety Committee must be endorsed by Department Supervisor or administrator.

4.6.1 Supervisors/administrators

4.6.2 Supervisor/administrator

4.6.3 make knee brace "knee braces"

4.7 In blue: Only employees who have "enrolled in" take out "chosen to purchase"

4.8 strike "optimal" and change to "reasonable"

8.0 change "none" to "ergonomic workstation evaluation measurement guideline"

9.0 change revision history date to new date once approved.

Gary made motion that we accept the work instructions with noted changes or revisions. Ramona seconded motion. Deen opened for discussion. It was decided to wait until revisions were made to approve so motion didn't carry.

#### **Other old business/unfinished business:**

**Emergency flip charts.** Deen said that originally there weren't enough charts to go around, so Wendy made more copies. At this time, unless other changes are presented, the only changes are in the area of flooding.

**City flood plans:** Mike Ryan at City is best contact for Flood plans. Deen read correspondence between Mike Ryan and Wendy Slaughter regarding the flood plans. Higher ground is the recommendation. School plan is to get students to BBE, but getting them there would be a challenge. At high school and hospital, the second story would be the plan.

#### 4.0 Adjournment

The meeting was adjourned at 3:55 p.m. Next meeting will be on January 19 at 3:15 p.m.

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Deen Hylton, Safety Officer

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Ramona McCallister, Secretary

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Date