

Crook County School District  
Site Safety Committee

October 25, 2016  
Facilities

Meeting called to order at 10:05 am

Members in Attendance: Jane Ashcraft, Dawn Camara, Tonya Howard, , Cindy Porter, Wendy Slawter  
Guest in Attendance: Leland Bliss

1.0 Approval of previous meeting minutes

- 1.1 *Committee reviewed previous meeting minutes. Cindy moved to approve; Dawn seconded the motion; minutes were unanimously approved.*

2.0 Old Business

2.1 *Third Quarter 2016 site inspections were reviewed.*

Facility Inspections (Transportation, FS, Maintenance)

- No inspection received from Transportation/FS– Tonya to follow up
- Facility inspection results reported in new format. All deficiencies noted have had correcting work orders submitted, or plans made to correct.

Unmarked Airline

Cracked Insulator on arc welder

Welding regulators pressurized

Flammable materials in open – paint thinner

Excessive clutter

Written safety rules/safe job procedures not in place; to includes plan for injured workers, preventative maintenance plan, weight limits for manual lifting/carrying/pushing/pulling,

Need updated trainings for Facilities staff:

First Aid training

Safe Use of Hand Tools

Hazard Communications

Emergency lighting – needs to be evaluated and updated

Flammable materials storage inadequate

Electrical panels not marked, not enough front clearance

Hazard areas not painted bright colors

Hazardous materials containers not labeled

PPE – assessments performed and equipment in place

Office Inspections (Tech, Transportation, District Office (DO), Maintenance, Pioneer, Print Shop)

- DO – 2 power strips in 1 receptacle by Rhonda's desk. Leland advised this is okay because the strips are not daisy-chained

- DO – torn carpet by Trish's desk; okay because it is covered by a rolling chair floor mat and does not pose a tripping hazard at this time

- DO – fire extinguisher tags had not been signed – Facilities to train subs and new custodial hire to do this inspection as part of the job (hire should be done w/in next month)

3.0 New Business

3.1

*New Inspection format and deficiency forms – Leland Bliss*

Leland discussed the need to revise the way inspections are done, moving away from a checklist format to an identification format. This broadens the search for hazardous situations and in turn lessens the district's liability in case of litigation. Leland is receiving updated training from OSHA on hazard identification and incident analysis. He will then train the support safety committee, as well as building inspection teams. Trainings are currently scheduled to happen by December 2016, in time for the next quarterly inspection. As part of this shift, a new Safety Inspection Deficiency form was introduced (Facilities report in the new format) for the committee's review. WS to send copy to committee members (DONE). Building committees will become Inspection teams and will meet quarterly to conduct required inspections (due by 12/15/16)

- 3.2 *Need for Transportation and Nutrition Services representation on the committee; ESD responsibility*
  - Tonya to contact Michelle Savaadre and Dana Rudy about having representatives from Transportation and Food Services participate in this committee.
  - Leland to check about ESD responsibility for inspecting the Larson Learning Center portion of the DO.

4.0 Adjournment.

- 4.1 Next meeting is scheduled for November 10, 2016 at DO office at 10 am. (Now rescheduled for 11 am at Starbucks)
- 4.2 Meeting adjourned at 11:00 a.m.

---

Chairperson

---

Secretary

---

Date Minutes Approved