

Crook County School District
Site Safety Committee

August 9, 2016
Starbucks

Meeting called to order at 10:05 am

Members in Attendance: Jane Ashcraft, Dawn Camara, Tonya Howard, Wendy Slawter

1.0 Approval of previous meeting minutes

To be done via email – Wendy to send meeting notes to committee via email.
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2.0 Old Business

2.1 *Second Quarter 2016 site inspections were reviewed.*

Facility Inspections (Transportation, FS, Maintenance)

- Transportation noted that extension cords are in use, but properly; cracked insulation repaired (EMAIL TO TRANS TO REQUEST REPLACEMENT – WS)
- FS – storage happening in aisle ways; some first aid supplies are opened; loading dock stairs need to be repaired/replaced and handrail installed (SUBMIT W/O FOR REPLACEMENT STAIRS/HANDRAIL – WS)

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

- MT- paper storage by printer to be secured; bookshelf in office to be secured. (ON HOLD FOR OFFICE RECONFIGURATION)
- MT – EXIT sign installed in office (DONE)
- PRINT – paper shelves are stable; do they need to be attached to walls? (OKAY AS IS)
- DO – daisy chained power strips (Jan, Lisa) (TO BE FIXED BY ESD)
- DO – door to chemical cabinet does not have lock (TO BE FIXED BY ESD)
- DO – 3-ring binders “piled” on high shelf; chemicals above head in ESD laundry, bathroom and one classroom. TO BE FIXED BY ESD)

3.0 New Business

3.1 *Next quarterly inspections*

Scheduled for September 2016; to be completed individually; reports due to Wendy by 9/20/16.

3.2 *Upcoming meeting dates*

- Tonya to create Active Directory calendar to reflect Site Safety Committee activities including meeting dates and inspections.
- October 2016 meeting proposed for 10/25/16 and to include Leland Bliss, Facilities Supervisor (TH to send meeting invite)
- November 2016 meeting proposed for 11/10/16)
- December 2016 to be site inspections

3.3 *Sharing documents via Google Docs*

Tonya proposed sharing document via Google Docs; Wendy to try when group is created (TH) w/Q2 inspection reports

3.4 *Questions for Leland Bliss, Facilities Supervisor/Safety Officer*

- Okay for Tech to create an email parcel (email address) for submitting work orders, similar to Tech's?
- Is CCSD responsible for ESD inspection and corrections? Can we only inspect the portion of the DO that CCSD rents from ESD?
- Do we want to post future inspection reports on the CCSD Safety website? Or just meeting minutes?
- Have Tonya/Wendy work on an updated/simplified Safety page for use by staff?

4.0 Adjournment.

4.1 Next meeting is scheduled for October 25, 2016 at Facilities office at 10 am.

4.2 Meeting adjourned at 11:00 a.m.

Chairperson

Secretary

Date Minutes Approved