

Crook County School District
Site Safety Committee

December 8, 2016
District Office

Meeting called to order at 10:05 am

Members in Attendance: Dawn Camara, Tonya Howard, Cindy Porter, Dana Rudy, Wendy Slawter
Members Absent: Jane Ashcraft, Leland Bliss, Michelle Saavedra

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

No Old Business to address

3.0 New Business -

- 3.1 Site inspections will be due 12/15/16. Committee members will use the hazard identification approach with checklists for guidance. Dana will work with Pat Harvey or Dan Peterson to conduct the inspection at Food Services Warehouse, as this will be her first inspection. Cindy Porter will email a copy of the last inspection for reference; Tonya Howard will send a link to the correct checklist for her to use for guidance. In all other locations, individual inspections will be conducted in order to adhere to the deadline. Pat Harvey to train Michelle Saavedra on Transportation inspections. Reminder to all committee members and other interested parties, there will be another hazard identification in January 2017. All committee members are required to attend (Dawn Camara, Dana Rudy and Wendy Slawter have completed this training in December 2016.
- 3.2 Nutrition services is in need of first aid supplies/kits in the kitchens. Question – which department orders? Individual department or Facilities. WS to check with Leland and advise group.

4.0 Adjournment.

- 4.1 Next meeting is scheduled for January 12, 2016 at Prineville Coffee Company at 10 am. (
- 4.2 Meeting adjourned at 10:30 a.m.

Chairperson

Secretary

Date Minutes Approved