

Central Safety Minutes
November 14, 2017; 2:00pm
Facilities Office

In attendance: Beth Lampert, Tonya Howard, Leland Bliss, Dawn Camara, Rob Bonner

Absent: Ramona McCallister, Michelle Jonas, Michelle Saavedra

1.0

Dawn made a motion to approve the minutes from the previous meeting as read. Beth seconded the motion. Motion passed with a unanimous vote.

Incidents from the past month: None submitted

2.0 New business

Concerns:

- Tech's main entrance steps (inside) are very dark. An employee fell on the steps because of the poor lighting. (Tonya said an accident report was sent to Tina, but Leland had not received it).
- Fire Drill: Beth noted a concern that the new 3 page guide does not have the red and green cards/pages. Leland said to use the ones on the old flip charts. New flip charts will be created soon and will have them. Leland agreed that while the red and green pages are no longer used for lockdown, etc., they are good to use in fire drills to show that all are accounted for.

Board policy changes:

Remove support services safety committee

Safety Committees Policy:

USE: OSBA (ver 1) language. Remove 2 paragraphs and use OSBA paragraph. (See copy attached)

Central Safety Committee Charter Policy:

Remove "Organization" paragraph. Replace with OSHA (OSBA) wording (EBAC-AR). (See copy attached)

We all agreed to the proposed policy changes. Leland will take proposed changes to Jan so that she can place them on the next board meeting agenda.

3.0

Old Business:

At the last meeting, we discussed the turtle/fire incident at Crooked River.

Investigation findings – Employee was not aware of the policy holding him/her responsible. Cheri shared the policy regarding classroom pet rules and the responsibility associated with the rules with all of her employees. We discussed possible changes to the policy. Everyone felt that it is important to continue to allow pets in the classroom, but we need to make sure that the policies are known and are compliant with good safety practices.

Possible policy changes:

~Safety inspection by team member to approve pet habitat upon initial setup.

~If heat lamp is to be used, needs to be non-flammable container

~Heat lamps to be a safe distance from pets and any flammable matter and be secured in a way that it can't possibly fall.

Leland will write something up and send it to the rest of the committee for revision and then send (with any possible revisions) to Duane.

When doing inspections we need to be making sure that the batting cage and the stadium are being included in the HS inspections.

Last Year's Review:

1. Hazzard ID training – Have provided two classes already. Next one is Monday at 9:00.
2. Committee needs to see inspections. With changing policy (assuming it is approved by the board), Tonya will set up an inspection schedule for the inspection teams to follow. Once notified, the inspection teams will have 30 days to complete and submit their inspections.
3. Change in incident reporting: New software does report directly to OSHA. Will work toward getting it set up so that staff can use the new software to complete incident reports

Next meeting set for December 12, 2017 at 2:00pm, Facilities Office.

4.0

Meeting adjourned at 2:45

Leland Bliss, Safety Officer.

Ramona McCallister, Secretary