

Crook County School District
Site Safety Committee

October 25, 2017
Pioneer South Conference Room

Meeting called to order at 10:09 am

Members in Attendance: Jane Ashcraft, Leland Bliss, Dawn Camara, Tonya Howard, Dana Rudy, Wendy Slawter
Members Absent: Cindy Porter, Athan Kramer (Transportation)

1.0 Approval of previous meeting minutes

- 1.1 Committee reviewed meeting notes for 6-8-17.
- 1.2 Dawn moved to approve minutes; Dana seconded; unanimously approved.

2.0 Old Business

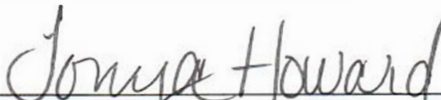
- 2.1 Don Williams is now a substitute employee and thus will not be able to represent Transportation on the committee. Athan Kramer was appointed to be their representative. He was not able to attend this meeting. Tonya and Michelle will follow up with him.
- 2.2 The committee agreed to meet the last Wednesday of each month, other than inspection months, for the remainder of this year or the life of the committee (see New Business). Time – 10 a.m. at the Pioneer South conference room.
- 2.3 A doorbell has been installed for the front door of Pioneer High School (Pioneer South Building) and the damaged doorbell for Nutrition Services has been replaced.
- 2.4 Building security for all CCSD sites continues to be monitored, discussed and actions taken as necessary/recommended. All district employees received Standard Response Protocol training prior to the start of the school year.

3.0 New Business

- 3.1 With the new district buildings and consolidation of departments into those buildings, the site safety committee may no longer be necessary. Per OSHA, a Central Safety committee is the only requirement. The CCSD Site Safety committee was written into CCSD policy. An alteration to the board policy will be required to disband the Site Safety Committee. Leland has started the process and anticipates presenting to the board at their December meeting, with board discussion and policy rewriting to follow. He anticipates this could take several months. It will be important that every group has a "seat at the (Central Safety Committee) table" and Leland has already added Tonya to that committee. The job of the Central Safety committee is to review issues and concerns, watch for trends, recommend solutions and engage management as needed. The Central Safety Committee meets the third Tuesday of each month at 2 p.m. in the CCHS Counseling Center conference room. They welcome visitors and interested parties.
- 3.2 All Safety Committee members as well as site Inspection teams need to receive Hazard ID training in person. Two classes have been held (Spring 2017, 10/20/17). A third is scheduled for November 20, 2017 at 9 a.m. in the CCHS Counseling Center conference room. Leland encouraged all to complete this training so all sites can be inspected correctly. Site inspections teams should include at minimum an administrator and another staff member.
- 3.3 All sites should now use the OSHA Hazard Identification report. Tonya will make the form fillable and add it to the district website for easy access.

4.0 Adjournment.

- 4.1 Next meeting will be November 29 at 10 a.m. in the Pioneer South conference room.
- 4.2 Meeting adjourned at 11:02 a.m.



Chairperson



Secretary

10/25/17

Date Minutes Approved