

**Central Safety Minutes  
January 29, 2019  
Facilities Office**

**In attendance:** Leland Bliss, Rob Bonner, Sean Corrigan and Tonya Howard

**Absent:** Beth Lampert and Michelle Williams

**1.0**

Meeting called to order at 2:05 p.m., Sean made a motion to approve the meeting minutes from October and November meetings, Tonya Howard seconded the motion. Motion passed with a unanimous vote.

**Incidents from the past month:**

**CCMS** – Custodian taking paper towel dispenser off and scratched right wrist.

**CRE** – Staff injured right shoulder when walking out on the playground by slipping in mud. Apolonio did fill in hole and ensured that it is safe.

**Also at CRE**- Nutrition Staff injured their left side when getting food from the warmer. They turned & caught their foot on edge of the floor mat. They then grabbed for the table and it slid and caught their left side on the edge of second table.

1. **2.0 New Business**

New accident report for staff, the five – why's this is how this form was made to be used. If this this is a Facilities issue, they still need to do a Facilities ticket along with an accident report.

Leland also mentioned that the SDS are online, located on the Facilities webpage.

**Quarterly Inspections:**

Inspections for December are complete. Next quarterly inspections are due in March.

**BBE –**

**Walking and Work Surfaces:** Small ladder folded and stored upright against wall in K pod (ok per Leland).

**Machinery:** No issues found.

**Electoral:** Small stepladder stored in front of panel. Extension cord in walkway.

**Chemical:** Unknown location (SDS information is located on the Facilities webpage).

**Environmental:** No issues found.

**Ergonomics:** No issues found.

**Unsafe Behaviors:** No issues found.

**Area Specific Hazards:** No issues found.

**Brothers -**

No issues found.

## **HS –**

Walking/Work Surfaces: Blocked exit, science storage area (northeast exit).

Machinery: Gig Gym, hand crank for mat light does not have lock mechanism.

Electrical: Outlet covers are broke in small gym (south wall), big gym (north wall x2). Room 133 (west wall) – Elvie will do a W/O.

Chemical: No issues found.

Environmental: No issues found.

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: Bottom of boys and girls lockers have sharp edges.

## **Stadium -**

Walking/Work Surfaces: Handrails have separated (South end). Top center bench loose. 12<sup>th</sup>. step from top loose (North center). Hole in wall (top North bleachers). Crow's nest window cover (secure to building). Damage to outside West wall. Hole in wall on North Girls dressing room (sink area). Replace light bulbs and covers. Loose panel upstairs (North Aisles). Wall damage (North upstairs).

Machinery: No issues found.

Electrical: No issues found.

Chemical: No issues found.

Environmental: Popcorn ceiling (does it contain asbestos)? Building support posts – have shifted?

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: Remove nails from South wall upstairs, leaking sinks, broken bench (upstairs East wall area) - remove. Heavy weight on shelves (North upstairs storage).

## **Batting Gym -**

Walking/Work Surfaces: No issues found.

Machinery: No issues found.

Electrical: No issues found.

Chemical: No issues found.

Environmental: No issues found.

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: Broken doorplate on defibrillator box. Smaller mesh cover for exit door sign (Elvie will do a W/O).

## **D.O. -**

Walking/Work Surfaces: Cabinet in student restroom lacking walking space – it needs 22", water hookup is a trip hazard (Bunn coffee maker in staff room). Jan's storage room is lacking 18" of space.

Machinery: No issues found.

Electrical: No issues found.

Chemical: No issues found.

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: No issues found.

**Paulina –**

Walking/Work Surfaces: Concrete needs resurfaced between mods. Concrete entrance cracked. Bark chips not full enough. Hole between mod/gym. Drainage from gym exit onto concrete.

Machinery: No issues found.

Electrical: Rehang wire in library. Cords by office closet. Light for outside parking staff. Tech server in double mod. Clutter around furnace.

Chemical: Labels for secondary bottles.

Environmental: Light for staff parking.

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: Cafeteria tables chipping on sides. Panel box in hallway has sharp edges.

**Transportation -**

No issues found.

**CCMS -**

Walking/Work Surfaces: Stage/stage stairs – has clothes, crayon and paper on them. Team room – clothes (tripping hazard). Small gym volleyball net on floor. Art room – cardboard and pallet - need to be removed.

Machinery: Popcorn machine needs new plug.

Electrical: Small gym needs lamps replaced (Scott will do during Christmas break).

Chemical: No issues found.

Environmental: No issues found.

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: Need more back filling top soil where new sewer tank is.

**Facilities -**

Walking/Work Surfaces: Housekeeping, storage continuing to improve.

Machinery: No issues found.

Electrical: Carts too close; boxes of nails below. Moved the carts & boxes – **(issues corrected)**.

Chemical: No issues found.

Environmental: No issues found.

Ergonomics: No issues found.

Unsafe Behaviors: No issues found.

Area Specific Hazards: No issues found.

**Safety Concerns:**

HS - Lights in the parking lot at the high school were not on at night during winter break. Many athletic programs were still competing and getting home very late at night.

HS - Hand crank in the big gym for wrestling mats - needs a new crank.

Next meeting set for February 26 at 2:00 p.m. at the Facilities Office.

Meeting adjourned at 3:00 p.m.

\_\_\_\_\_ Leland Bliss, Safety Officer

\_\_\_\_\_ Tonya Howard, Secretary