

February 9, 2010 Coos Bay School District Safety Meeting Minutes - Milner Crest Education Center

Safety committee members Pat Dowd, Peggy Christensen, Dayna Inskeep, Joel Smallwood, Jared Olsen, and Diane Follansbee met in the Community Room at 3:15. Rod Danielson, Jack Banta, Joel Jones, Mark Crocker and Jennie Nelson did not attend.

Old Business:

- Minutes from December meeting were read and approved.
- January meeting - inspections were held district wide, and they were all completed as planned. Most findings were issues such as exit signs needing replacement due to lights not working (Joel said it is cheaper to replace the unit completely than just the bulbs), unsecured shelving, unsecured TVs on carts, tripping hazards such as carpets, and a fire extinguisher that had lost pressure.
- Staff meetings – not enough time for our committee members to cover safety reminders- need to ask Bob De La Vergne to make safety communication a priority. Joel will discuss it with Bob.

New Business:

- Discussion on SAIF's urging that we adopt safety policies: Safety and Health, Injury Prevention for Coaches and PE Teachers, and a Return to Work policy. We edited sample policies provided by SAIF and will provide the results to Joel, who will discuss implementation procedure with Bob De La Vergne and Rod Danielson. Our committee will work to develop a generic list of proper procedures, work practices and safe methods for conducting our district wide jobs as an important piece of the district's safety and health policy. The intent is to educate all on this policy and have the administrators enforce the safety rules and initiate corrective action to eliminate hazardous conditions.
- We discussed Peggy's power point presentations on safety tips of the months. Each one addresses a theme, such as back injuries, electrical safety, and holiday lights and greenery. They are short enough to present quickly and are very informative. We hope to have Rod and Joel review them and supply factual data regarding district policy before they are approved for use and posted on the safety web site. We all agreed we would like to see these types of safety tips on our web site and available for presentations at staff meetings. Peggy asked if Safety website is up to date and how we can add to it. We suggested contacting Shawn Conley, who we believe has that responsibility. Once we adopt policies, we want to put them on the website. We looked at the current site, and the recent safety inspections do not appear there.

Our next meeting is scheduled as follows:

March 9, 2010 at Milner Crest 3:15

The meeting was adjourned at 4:25.

Submitted by Diane Follansbee, February 10, 2010