

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

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

Old Business:

- Minutes from February, 2010 meeting were read and approved.
- January inspections - Joel Smallwood reported that his department is still working through issues identified in the prior district wide inspections.
- Joel Smallwood has been meeting with SAIF staff regarding our progress in adopting a District Safety Policy, Return to Work Policy, and Injury Prevention for Coaches and PE Teachers. SAIF said it was the insurance underwriter who is really pushing to see progress. They are happy we are moving in the right direction, but they were disappointed that we did not have the policies or staff meetings about safety posted on our district web site. Joel has sent the “final drafts” of the policies to Bob De La Vergne for review. Once they are final, staff will be notified that they will be posted to the district safety web site. All three policies will be distributed to new employees, and the Injury Prevention for coaches and PE Teachers will be distributed with new contracts for those positions.

New Business:

- Joel S. showed us the district’s web site and our safety pages. The last safety inspections listed there are from 2004, so we need to get more recent data posted by discussing with Shawn Conley. Joel will follow up on that, since he also wants to be able to update the inspection data with corrective actions taken, and there are other changes we would like to see in the format of the safety pages. Rod will also review that with Shawn. We plan on putting Peggy’s power point presentations on safety tips of the months there. 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.
- Joel S. has seen an increase in hits to the district MSDS page that is available through the staff resources section of the web site. He told us that when any new product is brought in to the district buildings for use by our staff members, we should notify Joel of the product so he can put an MSDS for it in the system. He needs the product name and manufacturer, and if there is a product #, provide that to him, too. Currently there are 1,254 items in the district with MSDS information. The vendor MSDS Online makes a hard copy of our MSDS every six months or so, and we get a copy. It can be used as needed if the access to the web is not available.
- Rod reported that he has been discussing OSHA’s fall protection rules to be followed by the MHS shop class with the instructor, since they are working on the new building’s roof. Joel S reported that he has ordered OSHA’s publications in their construction section.

Our next meeting is scheduled as follows:

We will hold quarterly inspections the week of April 12th, 2010; Joel will let us know our assignments.

The meeting was adjourned at 4:10.

Submitted by Diane Follansbee, March 9, 2010