



**Safety Committee Meeting Minutes
February 9, 2015 at 4:00 pm**

Members

Chris Paquette – Maintenance & Operations - Present
Todd Hansen – Maintenance & Operations - Present
Debbie Crampton – Human Resources - Absent
Kathy Knutson – Health Services - Present
Brenda Fischer – IEA - Present
Ed Cadwell – Custodial - Present
Graham Wright – Science - Absent
Bev Zelinski – Special Education - Absent
Kate Winsor – Special Education Para - Present
Joseph Byrne – Food Services - Present

1. Injuries/Accidents

Recordable and non-Recordable accidents and injuries that have occurred since December 15, 2014 were reviewed and discussed.

There were a total of 9 non-recordable incidents. Employees who reported these injuries included custodial, food service, teachers and paras. Injuries included contusions, crushing, strains, electrical shock and multiple injuries. The electrical shock was reported by a teacher and she was shocked by exposed wiring on a personal lamp. The other injuries resulted from slips and other various incidents. There were no lost work days associated with these incidents.

There were a total of 3 recordable injuries. All of these injuries were reported by Paraprofessionals. Two were Special Education employees injured by students and one was a Paraprofessional who was filling a spray bottle with chemical and it splashed in her eyes. Para's should not be filling chemical containers; custodial staff should be filling containers and providing them to staff. There were 7 lost work days to an injury caused by a student.

2. IAQ Building Walkthroughs

The annual IAQ walkthroughs are scheduled for March 2-6, 2015. Bridges, Area Learning Center and REACH Academy will be added and receive IAQ walkthroughs this year. Brenda will finalize the schedule and submit to district for approval.

3. OSHA Top 10 Violations for 2014 & Penalty Box

Brenda distributed information regarding OSHA's top ten violations for 2014 and some large penalties that were issued by OSHA.

4. New Business or Concerns

- a. Chris provided a summary of issues noted on the annual Mock OSHA inspection. Some of the issues noted were blocked electrical panels, knife storage, chemical splash goggles in kitchen dish rooms, eyewash issues and general housekeeping issues. The district is addressing these items.
- b. There was a discussion regarding which district employees are covered under the BBP plan and therefore require training.

- c. Chris stated that employees using N-95 dust masks are required to read and sign OSHA's voluntary user form. Some forms were distributed.
- d. Kate stated that there is a need for employee education regarding the report of injuries and accidents. One employee claims an injury occurred one month ago and never reported it but is now limping and wishes to report it. What is the district's policy in regard to situations like this? Employees should go to the health office or speak to someone in Human Resources if they are unsure of the process.

The meeting was adjourned at 4:50 pm.

Our last meeting for the 2014-2015 school year is scheduled for April 13, 2015.