

Woodland School District Safety Committee Monthly Meeting

4/26/18

Attendance:

Dan Uhlenkott	✓	Teri Ritter	✓	Scott Landrigan	✓	Ron Schlauch	✓		
James Doty	✓	Laura Perry		Brian Peterson	✓	Tegan Steen	✓		
Mary Burnett		Paul Huddleston		Teresa Young		Shannon Barnett			

Meeting agenda

1. Scott Info
2. Appropriate Age for Driving District Vehicles/Students-or length of time a person has been driving-review
3. Review accidents/ incidents from previous month
4. Review New items
5. Review Old item
6. Complete Walk about, log new items

Notes:

Scott changed driving forms. New forms include updated medical form and additional medical release form from doctor, if medical issue includes anything that can cause loss of consciousness or control, or interfere with driving. The age and experience requirements of driver has been updated, also. Teri Retter said a coach has asked students to drive other students during practice. Dan will talk with that coach about not doing this. The group also discussed that there should be an appropriately aged person to supervise/chaperone High School students. It's probably not a good idea to have younger adults doing this. Scott will discuss see what ESD 112 Risk Management advises. Maybe they would know what other districts require.

Scott said that Reunification Kits have been completed and are being stored at WHS and WMS. Scott is working on ALICE training for staff. He will be participating in the Kalama SD reunification drill next month. Dan, Cindy Thoeny, Angela and Crystal will attend this drill. Hard copies of Skyward reports will be in in school grab and go bags. Steve Madsen wants to have parents know when their students are doing a drill to get feedback from them. All drills are being announced as "drills" now.

Scott is having Christianson Electric start to do a regular maintenance and cleaning of our electrical system at schools. Some buildings have missing schedules, breakers aren't blanked, lights turn on by breakers instead of switches, etc. All of issues will be addressed, repaired, cleaned and maintained.

New:

SCHOOL / ISSUE	ORIG DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WMS-Tech Office has conduit with missing punch outs.	4/26/18	Scott will get some and replace.	Open	Scott Landrigan	4/30/18	

WHS -AED cabinet near WHS main gym/aux gym needs alarm batteries replaced.	4/26/18	Work order to replace batteries	Open	Scott Landrigan	4/27/18	Closed 4/27/18
WIS -Several loose outlet plate covers loose around gym/cafeteria and hallways.	4/26/18	Fix	Open	Scott Landrigan	4/27/18	
WIS -speaker wires exposed and low enough for kids to reach.	4/26/18	Repair	Open	Scott Landrigan	4/27/18	
WIS -fix cabinet and replace fire extinguisher in cafeteria.	4/26/18	Repair and add extinguisher.	Open	Scott Landrigan	4/27/18	
WIS - items on storage cabinets (halls 213-214, 204-205, 106-107).	4/26/18	Remove items.	Open	Scott Landrigan	4/27/18	
WIS -remove rotted poles and signs and steel studs for bus sign.	4/26/18	Remove.	Open	Scott Landrigan	4/27/18	

Open:

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
All Schools -change trophy cabinets to plexi-glass if not tempered.	2/8/18	Replace.	Small cabinets can be plexiglass.	Scott Landrigan	3/8/18	
WHS -1 st floor elevator button loose.	2/8/18	Call for service.	Open	Scott Landrigan	3/8/18	
WIS -Speed bumps to slow traffic in parking lot.	2/8/18	Install speed bumps.	Purchased 8, but not installed yet.	Scott Landrigan	4/8/18	
WMS -Multiple missing escutcheons.	1/11/18	Replace	Fire code violation, Scott has looked for these, but has not found any.	Scott Landrigan	4/18/18	
WPS -bathroom next to Burns' room- ceiling tiles falling	11-9-17	Fix ceiling tiles	Will redo ceiling. They were falling because of leak, which was fixed.	Facilities	Summer/2018	

WPS -Stage needs netting	4/20	Get netting around front of stage to prevent falls	Changed to a summer project.	Scott Landrigan	6/18	
WMS -Auditorium Stage electrical panel latches broken, material stored in front of, panel schedules missing	1/26/17	Will replace panel schedules, covers and lock panel. Will have arc flash/thermal imaging done.	Moved to summer.	Scott Landrigan	7/18	
WIS -Fire sprinkler escutcheons need to be replaced.	6/15/17	Replace escutcheons.	Open	Scott Landrigan	4/18/18	
WHS -Some WHS classroom blinds cords too long, touching floor. At least a hook to tie them up.	10/12	Tie up or make the appropriate length. Or, add a hook.	Scott will check.	Scott Landrigan	04/18	
District - Change Evac maps to include the location of AED and fire equipment	3/24	Print new maps	2 are done, 3 are not. No Update	Scott Landrigan	Summer/2018	
District -Contractors need to follow protocols & have training.	6/9	Scott will implement.	No policy in place yet, but they are following the rules.	Scott Landrigan	Summer/2018	
WPS -Handrail for loading dock area.	3/8/18	Install.	Open	Scott Landrigan	Summer/2018	
WPS -open aluminum door and put a lock on it, so James can get in.	3/8/18	Fix	Open	Scott Landrigan	4/12/18	
WPS -stairs or path installed through bark area, where parents drop their kids for WCC.	3/8/18	Install	Open	Scott Landrigan	Summer/2018	
WPS -James noted a lot of paper around doors and walls.	3/8/18	Scott will talk with Fire Marshall about.	Open	Scott Landrigan	4/12/18	

CLOSED: Remain on minutes for two meetings

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WHS - Michael Smith's room lights are zip tied.	10/12	Will have new circuit run.	Open	Scott Landrigan	03/18	3/2/18

WMS -Loose panel below outlet in cafeteria. This is the south wall on the east side. Metal panel kicked in below windows where conduit runs.	1/11/18	Fix	Open	Scott Landrigan	2/18/18	3/8/18
WMS -Permanent install of extension cord by D.O.	1/11/18	Remove cord and put plug in at floor level.	Brian is coming to fix this.	Scott Landrigan	2/18/18	3/8/18
WPS -Extension cord by exhaust hood???	3/8/18	Find out what it's for and hard wire if necessary.	Tegan called Judy to find out what it was for. It's for her disco lights. Scott said to close this item.	Scott Landrigan	4/12/18	3/12/18
WPS -Plugs around gym, cafeteria, & hallways missing plugs for electrical sockets.	3/8/18	Replace	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -Pipes sticking out of walls between gym & cafeteria hallway.	3/8/18	Check.	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -Rear cafeteria door doesn't latch.	3/8/18	Fix	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -broken plastic ground on outlet in 111.	3/8/18	Fix or replace	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -Fish tank over an outlet.	3/8/18	Scott will check.	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -metal bowl on shelf in room 106, shelf loose.	3/8/18	Scott took bowl down and will have shelf secured.	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -Electrical cover plate by computer needs replacement.	3/8/18	Replace	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -Plastic bags above windows. Need to have permanent blinds/shades installed.	3/8/18	Install blinds/shades.	Open	Scott Landrigan	4/12/18	Close 4/26/18
WPS -Rear outside door does not latch.	3/8/18	Fix or replace door.	Open	Scott Landrigan	4/12/18	Close 4/26/18
WMS -Are trophy box displays tempered glass?	1/11/18	Check.	Scott checked. They are, but will fix the 2	Scott Landrigan	4/8/18	Close 4/26/18

			smaller ones that should be.			
WMS -Sprinkler valve room door coming apart (skin).	1/11/18	Check and fix.	Came Friday. Will be installed tomorrow.	Scott Landrigan	3/9/18	Close 4/26/18
WMS -Leaking drain water fountain across from student restrooms by Library.	1/11/18	Fix.	Got the fountains, but not installed yet.	Scott Landrigan	4/18/18	Close 4/26/18

The next Safety Committee meeting at 4pm on 5/10/18 at WMS Facility & Safety Office.

2017-18 meeting schedule and school walks

May 10- WMS- Facility Dept. Office