

Woodland School District Safety Committee Monthly Meeting

11/09/17

Attendance:

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

Meeting agenda

1. Review accidents/ incidents from previous month
2. Review New items
3. Review Old item
4. Complete Walk about, log new items

New:

SCHOOL / ISSUE	ORIG DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WPS- Need plug covers for receptacles	11-9-17	Purchase and install covers	Ordered 11-13-17	Facilities	12-9-17	
WPS- Many receptacles are broken and need to be replaced	11-9-17	Many broken receptacles in gym area	Ordered 11-13-17	Facilities	1-30-18	
WPS- Exit signs in west end of gym broken (2)	11-9-17	Replace broken signs	Ordered 11-13-17	Facilities	12-22-17	
WPS -Need window added to custodial closet by front door	11-9-17	Install window	Ordered 11-13-17	Facilities	12-22-17	
WPS-TV cord in Ingrid's office needs to be more secure against wall.	11-9-17	Secure cord	Open	Facilities	1-2-18	
WPS-bathroom next to Burns' room- ceiling tiles falling	11-9-17	Fix ceiling tiles	Open	Facilities	1-2-18	
WPS-Stuff stacked to ceiling above cubbies by	11-9-17	Remove stuff.	Open	WPS	1-2-18	

sink in Burns' room and multiple classrooms.						
WPS -Library railing loose (outside Kleinschmidt's room)	11-9-17	Fix.	Open	Facilities	1-2-18	
WPS -computer room ramp, railing loose at top.	11-9-17	Fix railing.	Open	Facilities	1-2-18	
WPS -Hangers on brick wall very loose between 103 & CBL.	11-9-17	Fix hangers.	Open	Facilities	1-2-18	
WPS -Ceiling tiles missing piece near rooms 209/210.	11-9-17	Replace ceiling tile.	Open	Facilities	1-2-18	
WPS -Exposed wires above door on inside of classroom 210.	11-9-17	Secure wires.	Open	Facilities	1-2-18	

Open:

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
WPS -Standing water at curve between WMS & WPS	10/13/16	2 dry wells and grade the road down. Met with Contractor 11/6	Contractor preparing quote	Scott Landrigan	12/17	
WPS -Remove door stops at primary school, trip hazard	3/24	Remove during summer	Scheduled for 11/13	Scott	11/17	
WPS -Buses and kids at WPS	1/21	Add fence and crosswalks. Work is weather dependent. Must be summer project.	Partially complete. Still need to add crosswalk.	Scott Landrigan	07/18	
WPS -Stage needs netting	4/20	Get netting around front of stage to prevent falls	Open	Scott	12/17	
WPS - Step to lunchroom is missing edge corner on stairs.	4/20	Fix step	Open	Scott	7/18	

WMS -Auditorium Stage electrical panel latches broken, material stored in front of, panel schedules missing	1/26/17	Contract out to Christenson's	Open	Scott Landrigan	7/18	
WMS - Coolers with icy build-up and clean fans.	10/12/17	Fix cooler and clean fan.	Open	Scott Landrigan	10/2017	
WIS -Fire sprinkler escutcheons need to be replaced.	6/15/17	Replace escutcheons.	Open	Scott Landrigan	1/18/17	
WHS - Cabinet in WHS Conference Room not secured to wall.	10/12	Secure to wall.	Straps ordered.	Scott Landrigan	12/2017	
WHS - Michael Smith's room lights are zip tied.	10/12	Will have new circuit ran.	Open	Scott Landrigan	02/18	
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.	Open	Scott Landrigan	01/18	
WHS -Get probability results to schools for SRP program.	6/9	Scott will send.	Met with Dan, Scheduled probability exercise	Scott Landrigan	12/17	
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	12/17	
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	03/18	

CLOSED: Remain on minutes for two meetings

SCHOOL / ISSUE	ORIG. DATE	ACTION REQUIRED	STATUS	OWNER	SCHED. COMP. DATE	ACT. COMP. DATE
James said kids are running at WMS. Teri said they're afraid they're going to be late for class and get into trouble.	10/12	Scott will email Angela and let her know it was brought up at Safety	Scott emailed Angela.	Scott Landrigan	10/2017	Closed 10/17

		Committee meeting.				
WHS Hallway to Auto Shop-rolling cart with microwave stresses electrical cord.	10/12	Possibly-make cart not roll so it won't be pushed into cord breaking plug.	Had custodian remove wheels to cart, so it doesn't run into plug and stays stationary.	Scott Landrigan	10/2017	Closed 10/17
Auto Shop-retractable cord hanging from auto lift.	10/12	Have teacher find appropriate location to hang cord.	Contacted Paul to have sub clean up hazards.	Scott Landrigan	10/2017	Closed 10/17
Auto Shop-Eyewash station blocked	10/12	Have teacher remove items blocking eyewash station.	Contacted Paul to have sub clean up hazards.	Scott Landrigan	10/2017	Closed 10/17
Auto Shop-Fuel can outside fuel cabinet, gas can- not stored in flammable storage locker.	10/12	Have teacher put gas can in flammable storage locker.	Contacted Paul to have sub clean up hazards.	Scott Landrigan	10/2017	Closed 10/17
Auto Shop-generally untidy, could cause trips and slips.	10/12	Have teacher teach students to clean up area.	Contacted Paul to have sub clean up hazards.	Scott Landrigan	10/2017	Closed 10/17
WPS -Non-skid taping needed for staircase in gym to mezzanine	4/20	Add non-skid tape to these stairs	Complete Close	Scott	11/17	11/6
WIS - Items on top shelf in hallway near 105 need to be removed.	6/15/17	Remove items and keep 18 inch clearance to ceiling.	Open	Scott Landrigan	6/16/17	11-17
WIS Bookcase upstairs not attached to wall.	10/12	Have custodian secure to wall.	Straps ordered.	Scott Landrigan	10/2017	10/31
District -Update District regarding Fire extinguisher recall restraints	10/12	Email sent to district	Complete	Scott Landrigan	10/18	10/28
District -Send district email regarding Seismic restraints, Parking lot speed,	10/12		Complete	Scott Landrigan	10/18	10/18

blocking sprinklers and access to safety equipment						
WPS- Exit to play area blocked	11-9-17	Move to portables	Removed	Facilities	11-13-17	11-13-17
WPS- Coat hook to art room are hazard	11-9-17	Remove first two hooks	Removed 11-13-17	Facilities	11-13-17	11-13-17

The next Safety Committee meeting 1/11/18 at WMS Facilities Office Room.

2017-18 meeting schedule and school walks

January 11-WMS-Facility Dept. Office

February 8-WHS Conference Room

March 8- WPS Conference Room

April 12-WIS Conference Room

May 10- WMS- Facility Dept. Office