

SAFETY COMMITTEE MEETING MINUTES

WOODLAND SCHOOL DISTRICT & KWRL TRANSPORTATION COOPERATIVE

Meeting Date	Location	Chairperson
Thursday, December 10, 2014 at 3:30 PM	Woodland High School 757 Park Street, Library Woodland, WA 98674-8467	Glova Viers, Senior Loss Control Specialist ESD 112 <i>Facilitating</i>

Members			
Name	Entity	Representing	Attended
Dan Uhlenkott	District, WHS	Administrators	YES
Jeff Nesbit	WMS, District	Teachers & Coaches	YES
Sara Hadaller	District, WPS	Secretaries & WPS Staff	NO
Becky Huesties	Yale	Para Professionals	YES
James Doty	District	Technology	YES
Tonya Henderson	District	Food Services	YES
Tegan Steen	District Office	District Office Staff	YES
Shannon Barnett	KWRL	Transportation	NO
Mary Burnett	TEAM	TEAM Staff	NO
Caitlyn Blue	WIS	WIS Staff	YES
Mark Knudson	LRA	LRA Staff	NO
Mike Fuller	District	Maintenance & Custodians	NO

1. Read, approve and correct minutes from previous meeting.

n/a

2. Old Business - Progress report on ongoing items and uncorrected hazards from previous meeting(s).

First meeting of the refurbished Woodland School District Safety Committee

3. New Business - Assign member to research and follow-up on each new hazard or item listed.

Guest chair reviewed what workers' compensation is and how the district is covered. Southwest Washington Workers' Compensation Trust provides industrial injury accident insurance coverage (more commonly known as workers' compensation coverage) for its membership. WSD is 1 of 30 districts who participate in the Trust and pool their rates to gain additional savings.

This committee has elected to meet 4 times per year during the school year.

SAFETY COMMITTEE MEETING MINUTES

WOODLAND SCHOOL DISTRICT & KWRL TRANSPORTATION COOPERATIVE

Purpose of the committee:

- *Promote safety and health*
- *Incident investigation*
- *Review of the district's Accident Prevention Program*
- *Share ideas and concerns voiced by employees*
- *Identify safety issues and develop solutions*
- *Evaluate the effectiveness of the district's Safety Program*
- *Create and maintain the Safety Bulletin Board which the members voted to have online*

Confidentiality is an additional responsibility of the members of the committee. Names will not be used for suggestions or concerns nor for incident review. Matters brought up during committee meetings will be addressed with professionalism and not discussed outside the meeting with others.

Elect Chairperson - Tonya Henderson elected unanimously

Elect Secretary - Caitlyn Blue elected unanimously

4. Review injury, incident and inspection records and reported hazards.

INCIDENT	COMMITTEE EVALUATION
<i>Teacher tripped over toddler who was sitting on the floor just past the entry door to the building</i>	<i>It sounds as if the child was not being supervised as well as thought. Section has been implemented where babies and toddlers can be supervised away from the door.</i>
<i>Teacher walked out back door, stepped on outdoor mat when mat slid across the landing causing employee to drop to the concrete</i>	<i>Only mats with skid proof backing should be purchased for either side of outside doors</i>
<i>Going from classroom to bathroom, teacher slipped & fell on wet slippery wooden platform</i>	<i>Wood stairs and ramps to portables are very slick when they get wet so maybe Maintenance can apply a nonslip paint or other material to help. Also, suggest employees all wear nonslip soles on their shoes</i>
<i>Teacher taking students out during fire drill tripped where it goes from pavement to gravel between the portables</i>	<i>Suggest this be reviewed by Maintenance for best solution, but committee suggested marking the change in grade with bright paint or adding a load of gravel to make it level.</i>

The committee noted that many of the incident reports were not filled out completely by the staff member or the supervisor. Please take the time needed to fill these out entirely as they help prevent others from experiencing the same happening to them. Help keep others safe.

5. Items referred to Safety Director/Management with recommendations.

See above from incident reports

NEXT MEETING

Date: 2/12/2015

Time: 3:30 PM

Location: Woodland High School Library

SAFETY COMMITTEE MEETING MINUTES

WOODLAND SCHOOL DISTRICT & KWRL TRANSPORTATION COOPERATIVE

Date of
next
meeting:

2/12/2015

Time:

3:30 pm

Place:

WOODLAND HIGH SCHOOL
LIBRARY

Secretary
Signature:

Caitlyn Blue

Chairperson
Signature:

Sonya Henderson

Send copy to ESD Loss Control Specialist

Safety Committee Meeting Sign-in Sheet

Name	Signature (Please sign after your name to verify your presence)	Date (Please fill in the date of the meeting you are attending)	Time	Minutes (Please list the minutes you will be over contracted time for extra pay)
Dan Uhlenkott	<i>Dan Uhlenkott</i>	12-11-14	3:30-4:30	30 min
Jeff Nesbitt	<i>J. Nesbitt</i>	12-11-14	3:30-4:30	60 min
Sarah Hadaller		12-11-14	3:30-4:30	
Becky Huesties	<i>Becky Huesties</i>	12-11-14	3:30-4:30	60 min
James Doty	<i>James Doty</i>	12-11-14	3:30-4:30	30 min
Tonya Henderson	<i>Tonya Henderson</i>	12-11-14	3:30-4:30	60 min
Tegan Steen	<i>Tegan Steen</i>	12-11-14	3:30-4:30	0 today only
Shannon Barnett		12-11-14	3:30-4:30	
Mary Burnett		12-11-14	3:30-4:30	
Caitlyn Blue	<i>Caitlyn Blue</i>	12-11-14	3:30-4:30	60 min
Mark Knudson		12-11-14	3:30-4:30	
Mike Fuller		12-11-14	3:30-4:30	

To the best of my knowledge the above information is accurate: *Dan Uhlenkott*
Dan Uhlenkott Signature

Name	Entity	Represents
Dan Uhlenkott	District, WHS	Administrators, WHS Staff
Jeff Nesbitt	WMS, District	Teachers, Coaches
Sarah Hadaller	District, WPS	Secretaries, WPS Staff
Becky Huesties	Yale	Para Pro's
James Doty	District	Technology
Tonya Henderson	District	Cooks
Tegan Steen	District Office	District Office Staff
Shannon Barnett	KWRL	Bus Drivers
Mary Burnett	TEAM	TEAM Staff
Caitlyn Blue	WIS	WIS Staff
Mark Knudson	LRA	LRA Staff
Mike Fuller	District	Custodians