

SAFETY COMMITTEE MEETING MINUTES

School District Woodland School District

Meeting Date	School Building	Chairperson
2/12/15	WHS Library	Tonya Henderson

Elected Employee Members Present	Appointed Management Members Present	Members Absent
Tegan Steen		
Jeff Nesbitt		
James Doty		
Caitlyn Blue		
Mark Knudson		
Mike Fuller		
Tonya Henderson		
Mary Burnett		

(Use additional pages if necessary to describe events fully)

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

2. Old business (progress report on items and/or uncorrected hazards from previous meetings.)

3. New business (assign someone to research, follow-up, on each hazard and/or item listed.)

There should be elected people next year, not an appointed one for each union, and it needs to be done quickly for next year

- The website is up and running and everything is on there under staff information, if you need anything put on there just email Tegan
- Anytime someone is hired they need a safety orientation
- Every first aid kit needs to be marked and checked in each department
- Should we add an extra cell phone or charger to the grab and go bags in case of a reunification procedure?

- PA system in the commons will need to be fixed during the remodel process
- All kitchens need a radio in order to communicate quickly

(continued on back)

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

Staff member stepped on curb and caught toe on curb and then fell

Actions: Paint curb yellow, make it an exit door only, use the hallway door for an entrance, paint door across the way as well, paint "emergency exit only" on the door

Hand twisted in shirt while coaching wrestling

Actions: Work on educating employees on how to claim workers comp

5. Other business including student and visitor safety issues (describe.)

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

Painting curb yellow

7. Comments on the overall effectiveness of the school district's safety program.

Date next meeting April 16th Time 3:30 Place WHS Library
Secretary Caitlyn Blue Chairperson Tanya Henderson

Send copy to ESD Loss Control Specialist