**SAFETY COMMITTEE RECORD OF MINUTES**

Chairperson: Matt McCahan Date: July 17, 2019

 Time: 2:00 p.m.

Present: Sarah Morrow, Emily Mervin, Sharon Aller, Anita Brumbaugh, Matt McCahan, Lisa Rankin. Absent: Wendy Gates, Jerry Shoemake, Lori Arcq

Review – Training was held in May and building walk-thru’s were done in June in place of regular meetings.

Discussed findings in each building:

Elementary:

1. Items found stacked to high on top of a refrigerator in a classroom.
2. Door used when students are going in/out for recess sticks.
3. Bus loading area was not visibly marked – Mr. Heath has signs ordered.
4. Office does not use visitor badges.
5. Copy Room - Door should be locked at all times due to exposed wiring.
6. Joe’s maintenance area – doors need to be locked at all times due to chemicals and supplies in the area.
7. Playground needs mulch (delivered July 15)
8. Note for next year: Walk thru should be done before summer cleaning begins.

Middle School/High School:

1. Door in shop hall sticks.
2. Need to order three eye wash stations for shop areas.
3. Carpeted rugs in gym lobby and front lobby need replaced (frayed edges)
4. Two Keurig’s were found in classrooms.
5. Although plug ins are acceptable to use, there were a couple that leaked liquid onto the floor. Also, please refrain from using strong scents as this may be an irritant to those with allergies. (No wax melts permitted.)
6. Note: Safety Meetings are available on the website.
7. Sub classroom keys – Mr. McCahan would like every sub to have a classroom key. They will use a sign in/out sheet to make sure keys are returned.

Next meeting will be August 14, 2019 @ 2:00 p.m.

 Meeting adjourned at 2:20 p.m.

Secretary Signature: Emily Mervin