## Oregon City School District #62
### Safety Committee Meeting Minutes

**Date:** 9/21/17  
**Time:** 8:00 AM  
**Place:** T&M Facility

<table>
<thead>
<tr>
<th>Admin</th>
<th>Michael Clark</th>
<th>X</th>
<th>McLoughlin</th>
<th>Candice Henkin</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>LeeAnn Doolittle</td>
<td>OCHS</td>
<td>David Millen</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Barclay</td>
<td>Mike Loretz</td>
<td>X</td>
<td>Ogden</td>
<td>Will Coltrin</td>
<td>X</td>
</tr>
<tr>
<td>Beavercreek</td>
<td>Gail Weninger</td>
<td>X</td>
<td>Redland</td>
<td>Angela Adrian</td>
<td>X</td>
</tr>
<tr>
<td>Candy Lane</td>
<td>Salvador Gonzales</td>
<td>X</td>
<td>Redland</td>
<td>Jeremy Vaca</td>
<td>X</td>
</tr>
<tr>
<td>Eastham</td>
<td>Lori Medlin</td>
<td>X</td>
<td>Facility Services</td>
<td>Mike Riseling/Mary K.</td>
<td>X</td>
</tr>
<tr>
<td>Gaffney Lane</td>
<td>Adam Tepanier</td>
<td>X</td>
<td>Nutrition Services</td>
<td>Chris Davison</td>
<td>X</td>
</tr>
<tr>
<td>Gardiner</td>
<td>Deborah Morgan</td>
<td>X</td>
<td>Transportation</td>
<td>Janet Mauldin/Susan H</td>
<td>X</td>
</tr>
<tr>
<td>Jackson</td>
<td>Steve Ward</td>
<td>X</td>
<td>ACA</td>
<td>Kate Scott</td>
<td></td>
</tr>
<tr>
<td>Jackson</td>
<td>Linda Previs</td>
<td>X</td>
<td>AD HOC</td>
<td>Wes Rogers</td>
<td>X</td>
</tr>
<tr>
<td>Jennings Lodge</td>
<td>Bruce Obrest</td>
<td>X</td>
<td>Chair</td>
<td>Gail Lockard</td>
<td>X</td>
</tr>
<tr>
<td>King/OCSLA</td>
<td>Christina Fast</td>
<td>X</td>
<td>Secretary</td>
<td>Lisa Normand (Ogden)</td>
<td>X</td>
</tr>
<tr>
<td>Holcomb</td>
<td>Trent Winegar</td>
<td>X</td>
<td>SAIF</td>
<td>Paula Jones</td>
<td></td>
</tr>
</tbody>
</table>
Safety Committee
Minutes
9/21/17

Attendance
● Everyone asked to sign in.
● Introductions

Business Items
● Welcome back packet
● Check on the Safety Committee Page for additional information.
● Purpose: One district safety committee to alleviate the need to have a meeting at each building. Promotes collaboration across the district.
● Officer Nominations:
  ○ Nominated Gail Lockard for Chair. Seconded and approved.
  ○ Nominated Lisa Normand for Secretary. Seconded and approved.

Safety Committee Training
● Watched Safety Committee video from the online courses regarding Job Hazardous Analysis Training.
● Reviewed Safety Committee member responsibilities.
  ○ Important to post minutes in staff room.
  ○ Can find the minutes on the district website.
  ○ Safety committee member is responsible for doing the safety walk throughs. It is recommended you do the walk throughs with your custodian.
  ○ Some things you may see in the classrooms: powerstrip misuse, blocking exits, using extension cords (daisy chaining them together), hidden extension cords; watch for walk off mats; looking for places where trips, slips and falls could occur. Also, watching for safety practices with students. Educate staff on safety practices. Find out from staff what is needed.
● The district is now using Safe Oregon Tipline. Anyone can put in a “tip” if they are uncomfortable letting someone on the committee know of a concern. There is a link to it at the bottom of each website page.

Accidents and Incidents
● Paula Jones from SAIF is absent. Gail provided the update.
● Only 2 incidents to date
● Insurance mod rate is calculated by multiple factors (a three year rolling average that includes: time off work, cost of injury, type of injury, etc). We have gone up from .67 to .80 for the 17-18 school year. Time loss is the factor we are most concerned about.
We want people to return to work as soon as possible. So we will bring back folks doing “other” jobs until they are ready to return to their regular job. This helps to reconnect staff with the district/employer.

**Safety Suggestions**
- None at this time

**Safety Related Issues**
- Make sure staff knows about the tip line. We want staff, students and parents to know about the tip line. OSP filters the calls and will direct calls to the appropriate people, including law enforcement
- Playground training for custodians - Oct. 12 @1:00pm at Gaffney Lane
  - We are responsible the safety inspections and record keeping, even when accidents occur outside the school day.
- Red Buckets are here!
  - One for each classroom - we are short a few.
  - Chris asked about a list of stations we should know of to listen to in an emergency.
  - The red buckets are not to replace the red bags. These buckets are for short term sheltering.
  - Gail still recommends we have ziplock bags for each students with food, water, etc.
  - Buckets are for inside, bags are for evacuation.
  - Should be in every classroom, not necessarily for counselor’s office (consider the number of children in the space).
  - If you feel there is a need for a bucket in that space, other than a classroom, please talk to Gail about getting more buckets. Need to consider the gyms, cafeterias, stages, etc. Gail is keeping a list - send her the number you need.
- The Great Shake Out - all schools have registered on line. October 19, 2017. Lots of information on the website for teachers, parents, students.
- Lots of concern in our area about earthquake preparedness. We need to make sure we take it seriously, safety is paramount to our district. Share that we did some significant seismic improvements in schools in 2000-02. We are in much better shape the some of the schools in the metro area.
- Evacuation drill must be conducted within the first 30 days of school.
- Reminder to put signs on the door/communicate when a drill is being practiced. Wes will get an email address to send drill information to so appropriate departments will know when a drill is in process.
- How do we let the district know if we are in a lockdown. Wes reminded us that we need to get to a safe place and not worry about what is going on outside the building. The district is working on ways to communicate to the community and the district office. For lockdown, the police will notify the district office. Make sure all staff is SRP
trained. Michael reminded us that our cell phones are the best way for us to communicate that there is a drill (or real) situation going on.

- We will tighten up the process when a drill is going on. It is good to have a few things go on when there is a drill, for practice.

Next meeting November 16, 2017
8am at T&M Facility