OREGON CITY SCHOOL DISTRICT #62
SAFETY COMMITTEE MEETING MINUTES

DATE: 11/20/08  TIME: 8:00 AM  PLACE: Admin, Boardrm.

Attendance sheet was passed around and minutes from the last meeting were handed out. Extra sets of minutes were also provided for each member to post minutes at their building. Minutes are also available online at http://www.orecity.k12.or.us/departments/facilities_services/safety.

Accidents and Incidents:
Gail reported on eight accidents since the last meeting. Unfortunately that means in September and October the district had eight reportable accidents. Three employees slipped or tripped on stairs. Two employees were injured while moving heavy equipment. One employee was injured while restraining a student. One employee cut their finger while opening a box. One employee was injured when opening the building early in the morning. The light do not automatically come on in this hallway when the alarm is disarmed and he normally finds his way to the light switch without incident, however the group who used the building the night before left a table in the middle of the hallway. The employee walked into the table injuring the tendons in his knee. Several of these injuries had time-loss and some are still pending further doctor appointments to see if surgery will be required.

Gail asked committee members to make sure all building employees are putting the caution out there about making sure stairways are kept clear of leaves or trip hazards and that employees are cautioned to take extra care when ascending or descending stairs. Maintenance installed a light over the stairwell that was too dark so that stairwell is better seen. Maintenance is also working on getting the lights to come on when building is disarmed so hallway will be lit on dark mornings and evenings when custodians have to turn on and off the lights as they open/close the building.

Training:
Mike Riseling talked with the committee about a few gas leak incidents the district has experienced and what to do in the case of a gas leak. Mike presented the committee with the proposed Emergency Flip Chart page that will inform employees on what to do in the case of a gas leak.

In the case of a minor gas leak smell, contact facilities services at 785-8530 or NW Natural Gas at (800) 882-3377. If the gas smell is very strong, evacuate the area immediately. Do not use cell phone or turn on/off lights when leaving area and do not operate anything that might create an ignition or energized source around the gas smell. One you have evacuated the area, call 911 immediately. Often times the gas equipment “off-gasses” which creates an odor of natural gas. In the past this off-gas has also been pulled into the building ventilation system and spread throughout the building. As soon as the flip chart page for natural gas is approved, it will be posted on the website.

Safety Suggestions:
No safety suggestions received.

Safety Related Issues:
Gail told committee there would be an open discussion regarding recommending that the district set a standard for hand sanitizers so that district students and staff are protected according to Center for Disease Control guidelines. However, due to the fact the meeting time ran out, discussion on hand sanitizers was tabled until the December meeting.

The maintenance department was broken in to last month. A 1998 Ford Ranger pick up along with a trailer, riding more and other maintenance tools and equipment were stolen. This prompted the discussion of district employees responding to security alarm calls.

Currently employees on the security call list respond to alarms and receive a 2 hour call back (except on holiday’s when
they receive a 4 hour call back, in flex time). Normally the custodian is first on the call list, then the principal. After that maintenance employees are listed to respond. The security issues surrounding this protocol is that most of the time one employee responds to a building alone. Sometimes the police are there to help, however, when the police dogs are on site, that can also become a safety issue. If the police respond and find nothing it is considered a false alarm and after several false alarms the district gets charged for too many false alarms.

In the case of the maintenance break in, luckily no employees responded as they would have walked into a situation with a group of 4 to 5 men who definitely knew what they were doing during the robbery.

Some safety issues that were discussed.
1) Employees responding alone
2) Entering the building without disarming it so that the security operators can hear what is going on in case the employee runs into trouble, there would be someone to call the police.
3) Installing cameras in key locations
4) Employees responding who do not know where lights, alarm panels, etc., are located
5) Motion sensor lights (drivers who enter lot before daylight cannot see if there was a break-in because lot is too dark)
6) Sign-in and sign-out sheets at front of building so responders know when someone is in the building
7) Charging outside groups for alarms due to them not securing doors, or entering building without alarm card, etc., that causes false alarm calls

The committee decided to recommend an alarm answering protocol to the administration to help prevent an employee being put in danger for alarm calls and to hopefully help eliminate false alarms or costs accrued due to false alarms.

The fire department is also starting to charge for fire inspection items that are not corrected in a fair amount of time. Fire Re-Inspections will be starting in the next 30—45 days. Please make sure your report items are completed and sent in to Gail in maintenance to file.

The following buildings have successfully submitted the building safety inspections:
- Administration Building
- Beavercreek Elementary
- Holcomb Elementary
- Mt. Pleasant Elementary
- Ogden Middle School

All other safety inspections need to be completed as soon as possible.

A safety concern was brought to the attention of the safety committee: Students and others driving too fast through the high school parking lot, and through the bus lane. Two employees were almost hit by a speeding driver. Brad Shreve informed the committee they do have security staff in the parking area during the AM arrival and PM dismissal times. However, the bus lane is wide open for people to use and it is impossible to block the lane from other drivers without blocking the lane from busses passing other busses. Brad said that until some parking lot reconfiguring happened we was afraid the safety issue would continue to be there. He also reported that the bus lane signs needed to be updated so that the “Bus Only” times matched the new school arrival and dismissal times.

Brad also reported that OCHS finally received the emergency evacuation chairs for the second floor of the academic wings. The chairs provide a safe and effective way of evacuating students who are not able to take the stairs during an emergency or when the elevators are broke down.

Pam Powell sent in a concern via e-mail regarding the I-Beams under the new play shed at Gardiner. As the committee discussed previously regarding the same issue at Ogden, it is recommended that the building staff review safety rules with the students and deal with the students who break those rules individually. The amount of money it would take to pad the I-Beams (with no guarantee the padding would stay on for very long outside in the weather and with public use). If the school would like to pursue padding for the I-Beams the committee recommends putting the request on their annual budget request form.

The next meeting is scheduled for December 18, 2008, 8:00 AM - Administration Old Board Room.

NOTE: February, March and May Safety Committee Meetings are at the Jackson Building, Room #17.