Attendance sheet was sent around, and Safety Committee Members for the 2013/2014 school year introduced themselves.

The committee re-elected Gail Hoskins as Chair of the Safety Committee, and re-elected Lori Medlin as Secretary of the Safety Committee.

Gail sent out Welcome Back Packets containing the following:

- Oregon City School District Safety Committee Charter – which states the goals, objectives, organization, authority, procedures and training of the Safety Committee
- Safety Committee Member Responsibilities
- Safety Committee agendas and meeting dates (these are also on the OCSD website under Departments, Health and Safety).

As a reminder, the goal of the Safety Committee is to ‘Maintain a commitment and interest on the part of administrators, certified and classified employees in occupational safety and health matters.’ The safety committee acts in an advisory capacity for the school district.

**Accidents & Incidents**

So far this year, there have been 5 injuries reported (compared to 1 injury this time last year). The reported injuries were: 3 strains, 1 contusion/bruise, and 1 reaction to an insect bite.

Should an injury occur, there are two forms that need to be filled out:

- Supervisor Incident Report
- Form 801

These forms are located on the OCSD website under Departments, Health and Safety. Send completed forms to Kay Bunce, Administration. Kay will record the incident, and then forward the forms to Gail Hoskins.

**Safety Training**

- Gail will recommend to the OCSD Administration that all staff (teachers, instructional assistants, secretaries, administration, etc.) should attend Safety In Motion trainings through SAIF Corp – the same trainings the Safety Committee took part in last spring.
• School principals will soon be implementing Standard Response Protocol (SRP) training sessions and drills for all staff and students. SRP is a safety program, created by the “I Love U Guys” Foundation, which is based on four actions: Lockout, Lockdown, Evacuate and Shelter. Flyers with SRP information will be going home to all students within the district, and trainings/drills will get under way very soon.

Safety Related Issues
Gail Hoskins and Mike Riseling will be doing walk-throughs of all OCSD buildings to make note of any safety hazards.

Safety Suggestions
Gail will be sending flyers to all the sites with regards to proper hand washing and flu season precautions. Please post these around your buildings. There is also information out on the OCSD website under Staff and Faculty, Forms, Health Services.

Reminders:

• No daisy chaining (connecting a series of devices using extension cords, etc.) Extension cords should be for temporary use only – not a permanent solution for computers, printers, etc.

• All spray bottles and other containers NOT in their original packaging need to be clearly labeled. Also, please remember to wear rubber gloves and eye protection, when needed. Each District building should have a Hazard Communication Program notebook that states what chemicals/substances are being used in that building. Within these notebooks there are MSDS (Material Safety Data Sheet) sheets that are intended to provide workers and emergency personnel with procedures for handling the chemical or substance in a safe manner. The sheets contain important information about the specific chemical or substance, including storage, disposal, protective equipment, spill-handling procedures, etc. We should all know where the Hazard Communication Program notebook is in our building – please check with your custodian or main office.

• With regards to hanging/stapling paper to a classroom/office/hallway wall: District rule states that no more than 20% of any given wall should have paper taped, stapled, etc. to it. Any more than that creates a fire hazard. And **nothing** should hang from the ceilings.

There will be no safety committee meeting in October due to quarterly safety inspections. Please turn your quarterly safety inspection forms in to Gail Hoskins, Eastham, by October 31. The next safety committee meeting will be **Thursday, November 21, at 8:30 am, in the Admin Board Room.**

Meeting adjourned at 9:25 am.