



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: October 10, 2019

Location: Muse Elementary School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:03 a.m.

II. Roll Call

Scott Chambers
Debbie Grebeck
Mike Kelley
Jurdon Maier

Tim McCullough
Marla Spiker
Neil Stewart
Tom Theodore

Amanda Hackett
Tracie Sohyda
Tula Dziak

III. Approval of the Minutes from the September 12, 2019 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the September 12, 2019 committee meeting. He then requested a motion to approve the minutes. Motion was made by Mr. Maier and seconded by Mr. Kelley.

IV. Chairperson's Report

Mr. McCullough reported that mandatory Safety Committee training was completed last month and everyone has their certificates. He thanked the committee for their efforts in accomplishing this training.

Mr. McCullough discussed setting goals for the Safety Committee this year. He noted that the goals should be specific yet attainable and shared with the public after completion. A target could be some type of training at the building level. At the next Safety Committee meeting he will present draft goals to the committee for discussion.

Mr. McCullough spoke about initiating a "lunch and learn" training for staff members. He noted that this kind of training is very effective as it provides a significant amount of learning in a small amount of time. Mr. Mair noted that a training on slip and fall prevention may be warranted with winter weather approaching. This could help to remind staff of past practices and what needs to be done to prevent accidents.

Mr. McCullough also presented the idea of creating sub-committees within the Safety Committee such as an accident investigation sub-committee. This type of sub-committee could look at procedures surrounding accident investigation and report to the Safety Committee on a quarterly basis.

Discussion, about the presented proposals, was held by the committee members present. There was mention that teachers would need coverage for classes and lunch duties if a lunch and learn was planned. The committee instead preferred a breakfast session lasting approximately 45 minutes or a session to be held during a two hour early dismissal day.

Mr. Maier and Ms. Spiker volunteered to head up an accident investigation sub-committee but would need more time to discuss how often to meet and work out the details.

V. Open Issues

There were no open issues noted at this time.

VI. Old Business

There was no old business for discussion at this time.

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VII. New Business

Mr. McCullough reported that there were a few workers' compensation incidents since the last Safety Committee meeting. The District is always looking at preventative measures to ensure employee safety.

VIII. Review of Work Related Incidents since the last meeting and corrective actions taken

Note: Information contained in this section pertains to active employees and is confidential in nature therefore it will not be published on the District website.

IX. Round Table

Muse Elementary School Building Representatives: Nothing to report

Muse Elementary School Principals: Nothing to report.

Central Office: Ms. Spiker noted that the traffic is moving fast through the new area behind the home side bleachers. She asked if it was possible to look into putting speed bumps in this area. Mr. Maier will look into this.

Mechanics: Mr. Stewart noted no issues.

Facilities: Mr. Maier reiterated that now would be a good time to look into training and informing all staff about slips, trips and falls during the winter season. He suggested that a memo be sent out District-wide in November.

Technology: Mr. Kelley noted that new floor mats were now at the loading dock area of the high school where tech enters. These should help prevent slips and falls once the weather becomes bad.

Central Office: Mr. McCullough and Ms. Grebeck noted that there are still problems with file cabinet drawers being left open.

X. Suggestion Box

Nothing to report.

XI. Adjournment

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Chambers and seconded by Mr. Stewart. The meeting was adjourned at 10:25 a.m.