North East School District - Safety Committee

MINUTES of June 12, 2019

Members Present:  Shelley Allen, Kim Daughrity, Robin Hedlund, Randy Rossman, Bill Wingerter
Guests Present:  Rebecca Kelley
Members Absent:  Tracy Neff, Chelsey Ricketts
Approval of Minutes:  Shelley Allen motioned and Randy Rossman seconded approval of the May 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- April Accident Reports: See May 2019 Minutes for RESOLUTIONS

New Business:

- May Accident Reports:
  - Date of incident: 5/3/19
  - Location: Davis
  - Loss Type: Incident
  - Details: A special education student with a behavioral issue punched a teacher in the nose.
  - RESOLUTION: Rebecca Kelley is working with staff and students on this issue.

  - Date of incident: 5/8/19
  - Location: Intermediate
  - Loss Type: Medical
  - Details: An autistic student with a behavioral issue was put in a seclusion room. An instructional aide was taking off his shoes so he could not hit anyone with them. While doing that, he kicked her straight in the face. He also bit and scratched her forearms.
  - RESOLUTION: Rebecca Kelley is working with the student and teacher.

  - Date of incident: 5/30/19
  - Location: Davis
  - Loss Type: Incident
  - Details: An instructional aide’s sandal caught on the carpet and she fell down on her hands and arms.
  - RESOLUTION: Employee’s should wear appropriate shoes.

Next Committee Meeting:  July 10, 2019 – Time:  10:00 am @ The Bean Coffee Shop
Adjournment:  June 12, 2019 – Time:  10:15 AM
North East School District - Safety Committee

MINUTES of May 8, 2019

Members Present: Shelley Allen, Kim Daughrity, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Randy Rossman, Bill Wingerter

Guests Present: None

Members Absent: None

Approval of Minutes: Shelley Allen motioned and Robin Hedlund seconded approval of the April 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- March Accident Reports: See April 2019 Minutes for RESOLUTIONS

New Business:

- April Accident Reports:
  - Date of incident: 4/2/19
  - Location: Davis
  - Loss Type: Incident
  - Details: A special education student with a behavioral issue grabbed a teacher’s legs and bit her left leg above the knee.
  
  **RESOLUTION:** Rebecca Kelley is aware of situation and working with student and teacher.

  - Date of incident: 4/17/19
  - Location: Davis
  - Loss Type: Medical
  - Details: An instructional aide experienced abdominal pain from lifting autistic students off the floor to their seats.

  **RESOLUTION:** Lifting techniques

  - Date of incident: 4/24/19
  - Location: Middle School
  - Loss Type: Incident
  - Details: An airplane had been ordered for a musical. It had to be disassembled to fit through a doorway. While doing so, a plane’s part fell and hit a musical instructor in the back of her neck.

  **RESOLUTION:** No further use of outside donations from other schools.

  - Date of incident: 4/30/19
  - Location: Middle School
  - Loss Type: Incident
  - Details: A cook’s helper slipped on freshly mopped floors while walking to the maintenance area to put rags in the washing machine. She landed on her back. There were wet signs up.

  **RESOLUTION:** New flooring.

Next Committee Meeting: June 12, 2019 – Time: 10:00 am @ The Bean Coffee Shop

Adjournment: May 8, 2019 – Time: 3:08 PM
North East School District - Safety Committee

MINUTES of April 4, 2019

Members Present: Shelley Allen, Kim Daughrity, Robin Hedlund, Randy Rossman, Bill Wingerter
Guests Present: Rebecca Kelley
Members Absent: Tracy Neff, Chelsey Ricketts
Approval of Minutes: Robin Hedlund motioned and Randy Rossman seconded approval of the March 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
   ▶ February Accident Reports: See March 2019 Minutes for RESOLUTIONS

New Business:
   ▶ March Accident Reports:
     Date of incident: 3/21/19
     Location: Davis
     Loss Type: Incident
     Details: An autistic student punched an instructional aide in the cheek during a behavioral issue.
     Resolution: Ukaru system
     Date of incident: 3/21/19
     Location: Davis
     Loss Type: Incident
     Details: An autistic student was punching people in the face. The teacher contained him on the floor in front of her with her legs wrapped around him. He suddenly turned around to punch her and jump over top of her. She twisted back to catch his fall to the ground while straining her lower back and neck. Same incident as above.
     Resolution: Ukaru system
     Date of incident: 3/27/19
     Location: Transportation
     Loss Type: Incident
     Details: While trying to restrain a child on a bus, a transportation aide strained her arm.
     Resolution: Transportation Dept. to attend Ukaru training.

Next Committee Meeting: May 8, 2019 – Time: 3 pm @ Administration Office Conference Room
Adjournment: April 4, 2019 – Time: 3:11 PM
North East School District - Safety Committee

MINUTES of March 6, 2019

Members Present: Shelley Allen, Kim Daughrity, Rebecca Kelley, Tracy Neff, Chelsey Ricketts, Randy Rossman, Bill Wingerter

Guests Present: Steve Karns

Members Absent: Robin Hedlund

Approval of Minutes: Randy Rossman motioned and Chelsey Ricketts seconded approval of the February 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- January Accident Reports: See February 2019 Minutes for RESOLUTIONS

New Business:

- February Accident Reports:
  
  Date of incident: 2/5/19
  Location: Davis
  Loss Type: Medical
  Details: An autistic student was prompted to sit in a chair and he reacted by biting an instructional aide.
  Resolution: Use sleeves, use training.

  Date of incident: 2/14/19
  Location: Davis
  Loss Type: Incident
  Details: An autistic student tried escaping the classroom. He ran down a hallway to a corner where he saw another instructional aide. He turned in the other direction and ran. While speeding up, the aide fell and injured her knee.
  Resolution: Proper footwear, use caution.

  Date of incident: 2/19/19
  Location: Middle School
  Loss Type: Incident
  Details: A cook’s helper was putting stock away onto shelves. She hadn’t noticed that a box was already opened. When she lifted it, a big can fell and cut her pinky finger.
  Resolution: N/A

  Date of incident: 2/20/19
  Location: Davis
  Loss Type: Incident
  Details: A special ed. student launched themselves at a teacher who was kneeling down on the floor. She fell back and hit the back of her head on the floor.
  Resolution: Keep proper distance from student so more reaction time is afforded.
Date of incident: 2/20/19  
Location: Davis  
Loss Type: Incident  
Details: A custodian was lifting a bag of garbage from the art room. As he lifted, he realized there was about 30 pounds of clay on the bottom. He pulled a muscle in his arm.  
Resolution: Keep heavy items separate from the regular garbage. Inform maintenance of potential for heavy garbage.

Date of incident: 2/21/19  
Location: Intermediate  
Loss Type: Incident  
Details: A custodian fell down in the hallway after tripping over her own foot. She scraped and bruised her left side of her body.  
Resolution: N/A

Date of incident: 2/26/19  
Location: Davis  
Loss Type: Incident  
Details: A special ed. student was hitting a teacher. So she held his arms down on a desk. While doing so, he bit her on the forearm.  
Resolution: Use shields, use training.
North East School District - Safety Committee

MINUTES of February 6, 2019

Members Present: Greg Beardsley, Robin Hedlund, Rebecca Kelley, Tracy Neff, Chelsey Ricketts, Randy Rossman, Bill Wingerter

Members Absent: Shelley Allen and Kim Daughrity

Approval of Minutes: Robin Hedlund motioned and Tracy Neff seconded approval of the January 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
- Review of Building Inspection items: Work orders were completed.
- December Accident Reports: See January 2018 Minutes for RESOLUTIONS

New Business:
- January Accident Reports:
  - Date of incident: 1/7/19
  - Location: Outside of Corry YMCA
  - Loss Type: Medical
  - Details: A swim coach slipped and fell on an icy sidewalk outside of the Corry YMCA after a swim meet. She sought medical attention for a swollen ankle.
  - Resolution: Be careful on slippery surfaces; walk like a penguin.

Next Committee Meeting: March 6, 2019 – Time: 3 pm @ Administration Office Conference Room

Adjournment: February 6, 2019 – Time: 3:04 PM
North East School District - Safety Committee

MINUTES of January 9, 2019

Members Present: Shelley Allen, Kim Daughrity, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Randy Rossman, Bill Wingerter

Members Absent: None

Approval of Minutes: Shelley Allen motioned and Chelsey Ricketts seconded approval of the December 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
- Review of Building Inspection items
- November Accident Reports: See December 2018 Minutes for RESOLUTIONS

New Business:
- December Accident Reports:
  - Date of incident: 12/3/18
  - Location: Elementary Center
  - Loss Type: Incident
  - Details: An autistic student with a behavioral issue tried to crawl away. A teacher blocked her with her legs and she was bitten and scratched on her leg.
  - Resolution: Bill to follow up with Rebecca Kelley. Are they using Ukeru training in the classroom? This is being used in conjunction with Handle with Care training.

  - Date of incident: 12/14/18
  - Location: Elementary Center
  - Loss Type: Incident
  - Details: A special ed. student with a behavioral issue was thrashing his body around. A teacher restrained him and was bit on both lower arms.
  - Resolution: Bill to follow up with Rebecca Kelley. Are they using Ukeru training in the classroom?

Next Committee Meeting: February 9, 2019 – Time: 3 pm @ Administration Office Conference Room

Adjournment: January 9, 2019 – Time: 3:04 PM
North East School District - Safety Committee

MINUTES of December 5, 2018

Members Present: Shelley Allen, Kim Daughrity, Brian Emick, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Bill Wingerter

Members Absent: Randy Rossman

Approval of Minutes: Robin Hedlund motioned and Tracy Neff seconded approval of the November 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- Review of Building Inspection items
- October Accident Reports: See November 2018 Minutes for RESOLUTIONS
  - Incident date: 10/1/18 – Bill to follow up with Becca regarding restraint sleeves on school bus.
  - Mr. Emick spoke to the team regarding the Ukeru training.

New Business:

- November Accident Reports:
  - Date of incident: 11/5/18
    Location: Elementary Center
    Loss Type: Incident
    Details: An instructional aide was urging a student to crawl under a table during a code red drill. The student was non-compliant and shoved her into a chair with rolling wheels. The chair rolled and she fell onto her lower back.
    Resolution: Medical & psychological help is being sought for this student due to his reactions to situations.
  - Date of incident: 11/7/18
    Location: Elementary Center
    Loss Type: Medical
    Details: An aide who assists in the dining hall is experiencing wear and tear on her shoulders from lifting chairs onto tables.
    Resolution: Employee is on light duty. An alternate solution to this duty is currently being pursued.
  - Date of incident: 11/14/18
    Location: HS
    Loss Type: Medical
    Details: A coach was running a pre-season wrestling clinic after school. He felt his ankle pop while performing a wrestling move.
    Resolution: Be more cautious when working with students. Practice different moves.
  - Date of incident: 11/15/18
    Location: Elementary Center
    Loss Type: Medical
    Details: A child got underfoot of a teacher causing her to fall backwards onto the floor.
    Resolution: Be more in control of the classroom. Be more aware of surroundings.
  - Date of incident: 11/29/18
    Location: Elementary Center
    Loss Type: Incident
    Details: An autistic student with behavioral issues was lying on the floor. When instructed to sit up, she kicked the teacher in the groin area.
    Resolution: Put Ukeru training into practice.

Next Committee Meeting: January 9, 2018 – Time: 3 pm @ Administration Office Conference Room

Adjournment: December 5, 2018 – Time: 3:16 PM
North East School District - Safety Committee  
MINUTES of November 7, 2018

Members Present: Shelley Allen, Kim Daughrity, Tracy Neff, Chelsey Ricketts, Randy Rossman, Regan Tanner, Tim Sebolt (Sundahl Insurance), Bill Wingerter

Members Absent: Robin Hedlund

Approval of Minutes: Shelley Allen motioned and Randy Rossman seconded approval of the October 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- Annual Training
- Building Inspections – Board of Health came through with same findings, chemicals in classrooms are not permitted.
- September Accident Reports: See October 2018 MINUTES

New Business:

- Incident at MS – Smoke from construction workers on the roof cutting pipes. The vent unit was shut down and the filters were changed. There were no injuries, the school was evacuated without incident. Safety drills and trainings were implemented and effective. An All-Call was placed to the parents and the School Board members were made aware of the situation.

- October Accident Reports:
  
  Date of incident: 10/1/18  
  Location: On bus route  
  Loss Type: Medical  
  Details: A driver was in route picking up kids for school. A special needs child was directed to sit up in his seat. He was non-compliant. The bus was stopped and the driver tried to de-escalate his tantrum. She was kicked, hit and bit.  
  Resolution: Restraint training in place. Bill to follow up with Becca Kelley, should they wear sleeves on the bus?

  Date of incident: 10/1/18  
  Location: On bus route  
  Loss Type: Incident  
  Details: Same incident as above. The bus aide tried to assist the driver in de-escalating the tantrum. While trying to restrain the child, she was head-butted, hair pulled, and arms strained.  
  Resolution: Restraint training in place Bill to follow up with Becca Kelley, should they wear sleeves on the bus?

  Date of incident: 10/3/18  
  Location: Davis Primary  
  Loss Type: Incident  
  Details: An autistic student was asked to get in line. An instructional aide was bit multiple times while helping the student comply with the request.  
  Resolution: Refer to Becca Kelley – sleeves.

  Date of incident: 10/18/18  
  Location: Middle School  
  Loss Type: Incident  
  Details: An instructional aide tripped over a cash register cord that was tucked under a desk in the life skills classroom. She fell down on her knee.  
  Resolution: Be more aware of surroundings. Shorten cords so they are not on the floor.
October Accident Reports: (continued)

**Date of incident:** 10/23/18  
**Location:** Davis Primary  
**Loss Type:** Incident  
**Details:** An autistic student was instructed to color. While hand over hand with the student, an instructional aide was bit on her arm.  
**Resolution:** Refer to Becca Kelley – sleeves.

**Date of incident:** 10/24/18  
**Location:** Davis Primary  
**Loss Type:** Incident  
**Details:** A teacher tripped and fell over a student she did not see in line for recess in the hallway.  
**Resolution:** Pay attention to where you are walking.

**Date of incident:** 10/24/18  
**Location:** Elementary Center  
**Claim Type:** Incident  
**Details:** An autistic student threw a stapler at an instructional aide’s knee during a tantrum.  
**Resolution:** Refer to Becca Kelley – sleeves.

**Next Committee Meeting:** December 5, 2018 – Time: 3 pm @ Administration Office Conference Room  
**Adjournment:** November 7, 2018 – Time: 3:10 PM
MINUTES
North East School District - Safety Committee Meeting

October 3, 2018

Members Present: Shelley Allen, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Randy Rossman, Kim Daughrity, Bill Wingerter

Members Absent: None

Approval of Minutes: Shelley Allen motioned and Chelsey Ricketts seconded approval of the September 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- **New Membership** – Tracy Neff/replacing Mary Beth Smith
- **Membership resignation** – Maureen Rizzo /committee secretary replacement is Kim Daughrity
- **Admin Office** – Railings/step markers
- **Annual Training** – October 3 with Joel Stivason, BrickStreet Insurance
  * If audited, the auditor would require three to five years of data in order to remain in compliance and receive the 5% discount on workers’ compensation insurance. The required data is the following: monthly meetings (including summer meetings), minutes/agenda/membership lists for those meetings, and “periodic” workplace inspections.
  * Joel gave some suggestions with regards to the parking lots/walkways and “slip & fall” accidents in inclement weather. Bottles of rock salt for each employee as well as safety trainings for new employees were among the suggestions.

- **Building Inspections** – MS – Kim & Bill; HS – Randy & Bill; EC – Tracy & Chelsey; BG – Shelley & Robin

- **August Accident Reports:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Claim Type</th>
<th>Details</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/9/18</td>
<td>Elementary Center</td>
<td>Incident only</td>
<td>A custodian was running the floor cleaning machine on the gym floor when he slipped and fell on some chemical.</td>
<td>Review training on how to safely run this machine</td>
</tr>
<tr>
<td>8/24/18</td>
<td>High School</td>
<td>Incident only</td>
<td>A teacher was participating in an active shooter drill. She experienced knee &amp; hip strain while running to the tennis courts.</td>
<td>No resolution</td>
</tr>
<tr>
<td>8/28/18</td>
<td>Intermediate Center</td>
<td>Medical</td>
<td>A teacher squatted down on the playground to pick up something when she heard a pop in her knee and felt pain.</td>
<td>No resolution</td>
</tr>
</tbody>
</table>
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<table>
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<tbody>
<tr>
<td>8/29/18</td>
<td>Elementary Center</td>
<td>Incident only</td>
<td>A custodian was installing a computer monitor stand into a desk. He drilled a hole through the desk and into the palm of his hand on the underside. He did not go for medical treatment.</td>
<td>Custodian was talking and distracted. Pay attention to the task at hand.</td>
</tr>
</tbody>
</table>

New Business:

September Accident Reports:

<table>
<thead>
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<th>Claim Type</th>
<th>Details</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/17/18</td>
<td>Elementary Center</td>
<td>Incident Only</td>
<td>A special education student bit an employee of the Special Education department during an escalation.</td>
<td>Employment of the use of sleeves. Staff to go to training for new response management.</td>
</tr>
<tr>
<td></td>
<td>Middle School</td>
<td>Medical</td>
<td>While trying to release a stuck, door, a teacher pushed the catch release at the top and split open her finger.</td>
<td>Work order to repair door.</td>
</tr>
<tr>
<td>9/26/18</td>
<td>Elementary Center</td>
<td>Incident Only</td>
<td>An instructional aide was bit on the arm while de-escalating a tantrum with an autistic student.</td>
<td>Employment of the use of sleeves. Staff to go to training for new response management.</td>
</tr>
</tbody>
</table>

Next Committee Meeting: November 7, 2018 – Time: 3 pm @ Administration Office Conference Room
Adjournment: October 3, 2018 – Time: 4:00 PM
MINUTES
North East School District - Safety Committee Meeting

September 5, 2018

Members Present: Shelley Allen, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Maureen Rizzo, Bill Wingerter

Members Absent: Steve Fisher

Approval of Minutes: Chelsey Ricketts motioned and Robin Hedlund seconded approval of the August 2018 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

▶ Safe Schools Report – School Report, AED & Fire Drill Reports ..... Submitted 7/31

▶ Parking Lot Update
  o Grate completion target date - complete
  o Admin Office entrance completion date?

▶ Act 44 – School Safety webinar August 2 (Admin/SRO), updated safety requirements for school districts beginning in the upcoming school year 2018-19.
  o The functional differences between SROs, school police officers and school security guards
  o What you need to do to appoint a School Safety and Security Coordinator
  o The timeline and next steps for the statewide School Safety and Security Committee and what it means for your LEA
  o More information to follow.

▶ July Accident Reports:

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<tr>
<td>7/26/18</td>
<td>High School</td>
<td>Medical</td>
<td>A custodian was changing a burnt out light bulb. While twisting it into the socket, the bulb broke, cutting his thumb.</td>
<td>Wear gloves. Follow PPE.</td>
</tr>
</tbody>
</table>

New Business:

▶ New Membership – Tracy Neff/replacing Mary Beth Smith

▶ Membership resignation – Maureen Rizzo /committee secretary replacement to be determined

▶ Admin Office – Railings/step markers

▶ Annual Training – October 3

▶ Building Inspections - TBD
### August Accident Reports:

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**Next Committee Meeting:** October 3, 2018 – Time: 3 pm @ Administration Office Conference Room

**Adjournment:** September 5, 2018 – Time: 4:00 PM