North East School District - Safety Committee

MINUTES of June 3, 2020

Members Present: Kim Daughtry, Robin Hedlund, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Shelley Allen, Tracy Neff, Randy Rossman
Approval of Minutes: Robin Hedlund motioned and Chelsey Ricketts seconded approval of the May 2020 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
- April Accident Reports: See May 2020 Minutes for RESOLUTIONS

New Business:
- No Accidents/Incidents in May.

Other Business:
- Bill purchased face masks for the district (400).

Next Committee Meeting: July 8, 2020 – Time: 11:45 a.m. @ Administration Office Conference Room
Adjournment: June 3, 2020 – Time: 11:54 a.m.
North East School District - Safety Committee

MINUTES of May 26, 2020

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

Guests Present:  None

Members Absent:  Shelley Allen

Approval of Minutes:  Robin Hedlund motioned and Randy Rossman seconded approval of the April 2020 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- March Accident Reports: See April 2020 Minutes for RESOLUTIONS

New Business:

- No Accidents/Incidents in April.

Other Business:

- Employees are wearing masks when they are in the buildings and the contractors are responsible for their own PPE. Students will be in this week and next for Chromebook/Text/Library book returns and for personal item retrieval.
- No Summer Rec. Robin and her crew will be providing lunches until the end of July.

Next Committee Meeting:  June 3, 2020 – Time:  11:45 a.m. @ Administration Office Conference Room

Adjournment:  May 26, 2020 – Time:  11:54 a.m.
North East School District - Safety Committee

MINUTES of April 28, 2020

Members Present: Shelley Allen, Kim Daughrity, Randy Rossman, Bill Wingerter
Guests Present: None
Members Absent: Robin Hedlund, Tracy Neff, Chelsey Ricketts
Approval of Minutes: Shelley Allen motioned and Kim Daughrity seconded approval of the March 2020 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- February Accident Reports: See March 2020 Minutes for RESOLUTIONS

New Business:

- No Accidents/Incidents in March.

Other Business:

- Green light given on all summer projects. Contractors are practicing social distancing.

Next Committee Meeting: May 26, 2020 – Time: 3:00 p.m. @ Administration Office Conference Room
Adjournment: April 28, 2020 – Time: 11:51 a.m.
North East School District - Safety Committee

MINUTES of March 4, 2020

Members Present: Kim Daughrity, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Bill Wingerter

Guests Present: Tim Sebolt

Members Absent: Shelley Allen, Randy Rossman

Approval of Minutes: Robin Hedlund motioned and Chelsey Ricketts seconded approval of the February 2020 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- January Accident Reports: See February 2020 Minutes for RESOLUTIONS

New Business:

- February Accident Reports:
  - Date of incident: 2/14/20
  - Location: High School
  - Loss Type: Medical
  - Details: During a situational awareness training drill, a teacher was injured in the head by a falling room barricade.
  - RESOLUTION: Slow down. Pay attention.

  - Date of incident: 2/18/20
  - Location: Intermediate
  - Loss Type: Incident
  - Details: A special ed. student acted out and bit a teacher on the wrist.
  - RESOLUTION: Continue to implement Ukeru methods.

Other Business:

- Bill filled everyone in on the Maintenance Dept. paving project this summer. He will be inspecting sidewalks when the weather gets nicer to identify tripping hazard areas

Next Committee Meeting: April 1, 2020 – Time: 3:00 p.m. @ Administration Office Conference Room

Adjournment: March 4, 2020 – Time: 3:08 p.m.
North East School District - Safety Committee

MINUTES of February 5, 2020

Members Present: Shelley Allen, Kim Daughrity, Robin Hedlund, Tracy Neff, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Randy Rossman
Approval of Minutes: Shelley Allen motioned and Robin Hedlund seconded approval of the January 2020 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
- December Accident Reports: See January 2020 Minutes for RESOLUTIONS
- Building Inspection Reports: All concerns have been reviewed and addressed.

New Business:
- January Accident Reports:
  Date of incident: 1/8/20
  Location: High School
  Loss Type: Incident
  Details: A teacher was moving a computer cart in which the wheel locked, got caught on the cord, and smashed his finger between the cart and wall.
  RESOLUTION: Be careful when moving carts and do not roll over cords.

  Bill talked briefly about the Knox boxes have been installed at each entrance of the schools for first responders to enter in case of an emergency.

Next Committee Meeting: March 4, 2020 – Time: 3:00 p.m. @ Administration Office Conference Room
Adjournment: February 5, 2020 – Time: 3:03 p.m.
North East School District - Safety Committee

MINUTES of January 8, 2020

Members Present: Shelley Allen, Kim Daughrity, Tracy Neff, Chelsey Ricketts, Randy Rossman, Bill Wingerter
Guests Present: None
Members Absent: Robin Hedlund
Approval of Minutes: Kim Daughrity motioned and Chelsey Ricketts seconded approval of the December 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
- November Accident Reports: See December 2019 Minutes for RESOLUTIONS
- Building Inspections are as follows:
  - High school - Chelsey & Robin - done
  - Middle school - Randy & Bill - done
  - Elementary Center - Shelley & Kim - done
  - Bus garage - Tracy & Bill - done

New Business:
- Building Inspection Reports: All concerns have been reviewed and addressed.
- December Accident Reports:
  - Date of incident: 12/16/19
  - Location: High School
  - Loss Type: Medical
  - Details: A teacher packed, moved and stacked boxes from her classroom for carpet replacement just prior to the Christmas break. In the process she strained her lower back and left hip.
  - RESOLUTION: Staff needs a “refresher course” of proper lifting techniques.

Next Committee Meeting: February 5, 2020 – Time: 3:00 p.m. @ Administration Office Conference Room
Adjournment: January 8, 2020 – Time: 3:11 p.m.
North East School District - Safety Committee

MINUTES of December 4, 2019

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

Old Business Follow Up:

- October Accident Reports: See November 2019 Minutes for RESOLUTIONS
- Building Inspections are as follows:
  - High school - Chelsey & Robin - done
  - Middle school - Randy & Bill - done
  - Elementary Center - Shelley & Kim - done
  - Bus garage - Tracy & Bill - done

New Business:

- Building inspections will be reviewed at the January meeting.

- November Accident Reports:
  
  Date of incident: 11/25/19
  Location: Middle
  Loss Type: Incident
  Details: An instructional aide was with autistic students in the gym. A student purposely chucked a soccer ball at her, striking her in the knee.
  RESOLUTION: Follow doctor instructions - The knee injury was a pre-existing condition of which the aide was not wearing her prescribed brace.

Next Committee Meeting: January 8, 2020 – Time: 3:00 pm @ Administration Office Conference Room
Adjournment: December 4, 2019 – Time: 3:04 pm
North East School District - Safety Committee

MINUTES of November 5, 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 September 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- September Accident Reports: See October 2019 Minutes for RESOLUTIONS
- Annual Training will be held on Tuesday, November 5th.
- Building Inspections are as follows:
  - High school - Chelsey & Robin - done
  - Middle school - Randy & Bill
  - Elementary Center - Shelley & Kim - done
  - Bus garage - Tracy & Bill

New Business:

- October Accident Reports:
  - Date of incident: 10/1/19
  - Location: Davis
  - Loss Type: Incident
  - Details: An instructional aide was helping an autistic student out of a chair and she was bitten on her right forearm.
  - RESOLUTION: Are they using the arm sleeves & special techniques to help prevent these incidents? Bill will follow up with Special Education Supervisor.
  - Date of incident: 10/10/19
  - Location: Intermediate
  - Loss Type: Incident
  - Details: An instructional aide was arriving to work on Maroon Drive. A bus backed into her car as a way of clearing the path of a delivery truck that was exiting.
  - RESOLUTION: Delivery times have been adjusted. A reminder to pay attention to surroundings when operating a vehicle.
  - Date of incident: 10/18/19
  - Location: Davis
  - Loss Type: Incident
  - Details: An instructional aide was preventing an autistic student from eloping from the classroom. As she held them with her right arm, the student bit her on her left thumb which was placed on a nearby table.
  - RESOLUTION: Are they using the arm sleeves & special techniques to help prevent these incidents? Bill will follow up with Special Education Supervisor.
New Business: October Accident Reports (continued):

Date of incident: 10/25/19
Location: Intermediate
Loss Type: Incident
Details: An autistic student was trying to escape the classroom. As the teacher tried blocking him from going out the door, he bit her on her right palm of hand.

RESOLUTION: Are they using the arm sleeves & special techniques to help prevent these incidents? Bill will follow up with Special Education Supervisor.

Joel Stivason, Encova Insurance, conducted the annual training. Several items were reviewed with regards to our role as a Safety Committee.
- Safety Committee Email address? Who would monitor?
- With regards to Accident Reports: Ask Why! The root cause can always be modified/corrected. Produce a recommendation that makes a change.
- Unsafe acts cause more injuries. Corrective action needs to be taken.
- We should review the by-laws to make sure we remain in compliance.

Next Committee Meeting: December 4, 2019 – Time: 3:00 pm @ Administration Office Conference Room
Adjournment: November 5, 2019 – Time: 4:15 pm
North East School District - Safety Committee

MINUTES of October 9, 2019

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

Members Absent: None

Approval of Minutes: Robin Hedlund motioned and Randy Rossman seconded approval of the September 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

  ▶ August Accident Reports: See September 2019 Minutes for RESOLUTIONS

New Business:

  ▶ September Accident Reports: Nothing to report
  ▶ Annual Training will be held on Tuesday, November 5th.
  ▶ Building Inspections are as follows:
    High school - Chelsey & Robin
    Middle school - Randy & Bill
    Elementary Center - Shelley & Kim
    Bus garage - Tracy & Bill
  ▶ Discussion regarding Robin’s keys, Bill will get her a Grand Master.
  ▶ Much discussion about classroom doors, there is a cost involved with easily locking doors from the inside. The conversation was tabled until all building inspections are completed.

Next Committee Meeting: November 5, 2019 – Time: 3:00 PM @ Administration Office Conference Room

Adjournment: October 9, 2019 – Time: 3:16 PM
North East School District - Safety Committee

MINUTES of September 11, 2019

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

Guests Present: Dr. Ritter

Members Absent: None

Approval of Minutes: Shelley Allen motioned and Tracy Neff seconded approval of the August 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:

- July Accident Reports: See August 2019 Minutes for RESOLUTIONS

New Business:

- Annual Training will be scheduled for next meeting, October 2, 2019.
- Safety Committee meeting schedule will be put on the district website and emailed to the district so that employees can attend if they would like.
- For voting quorum purposes, the Safety Committee will remain at 7 voting members, although guests are always welcome to attend.
- August Accident Reports:
  
  Date of incident: 8/14/19
  Location: Baseball Field
  Loss Type: Medical
  Details: A summer custodian was moving bags of turface at the baseball field. As he threw a bag into a trailer, the corner of the trailer cut his left forearm near his elbow.
  RESOLUTION: Be aware of surroundings and take your time, do not rush projects.

  Date of incident: 8/14/19
  Location: High School
  Loss Type: Incident
  Details: As a soccer coach was demonstrated a drill to the team. The ball hit his foot in a way that it rotated his knee, causing it to be strained.
  RESOLUTION: Accidents happen.

  Date of incident: 8/15/19
  Location: Middle School
  Loss Type: Incident
  Details: A custodian tripped over the scrubber machine cord and landed on his knee.
  RESOLUTION: Proper footwear issue. Will be addressed by Bill.

  Date of incident: 8/27/19
  Location: Davis
  Loss Type: Medical
  Details: An instructional aide was helping a student out of a car. The child's arm caught on a booster seat which fell out of the car door and on top of the aide's bare foot exposed by a flip flop.
  RESOLUTION: Proper footwear issue. Dress code will be addressed at ATM.
August Accident Reports con’t:

Date of incident: 8/28/19
Location: Davis
Loss Type: Medical
Details: The crossing guard got stung by a bee in the hand.
RESOLUTION: Accidents happen.

Date of incident: 8/29/19
Location: Davis
Loss Type: Incident
Details: A teacher stepped in a hole in the grass in front of her parked car. Her ankle twisted, pulling her calf muscle.
RESOLUTION: Corrective action was taken, hole was filled.

Next Committee Meeting: October 2, 2019 – Time: 3:00 PM @ Administration Office Conference Room
Adjournment: September 11, 2019 – Time: 3:22 PM
North East School District - Safety Committee

MINUTES of August 14, 2019

Members Present: Shelley Allen, Kim Daughrity, Robin Hedlund, Chelsey Ricketts, Bill Wingerter
Guests Present: None
Members Absent: Tracy Neff, Randy Rossman
Approval of Minutes: Shelley Allen motioned and Chelsey Ricketts seconded approval of the July 2019 minutes. Minutes were unanimously approved; motion passed.

Old Business Follow Up:
  ▶ June Accident Reports: See July 2019 Minutes for RESOLUTIONS

New Business:
  ▶ July Accident Reports:
    Date of incident: 7/29/19
    Location: Davis
    Loss Type: Incident
    Details: A custodian was moving a teacher’s desk by himself and smashed his big toe.
    RESOLUTION: Use proper equipment to move large items.

Next Committee Meeting: September 11, 2019 – Time: 3:00 pm @ Administration Office Conference Room
Adjournment: August 14, 2019 – Time: 9:34 am
North East School District - Safety Committee

MINUTES of July 10, 2019

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

Old Business Follow Up:

May Accident Reports: See June 2019 Minutes for RESOLUTIONS

New Business:

June Accident Reports:
Zero (0) work comp. claims for this month.

Items of Discussion:
1. Dr. Ritter asked the question, “Who should be informing the staff of RESOLUTIONS to WC claims when we have RESOLUTIONS?” Kim & Shelley will send a district email to the staff at the beginning of the year with Workplace Safety Tips.
2. Kim will post the meeting schedule on the website.
3. Dr. Ritter has recertified her EMT license for the 2019-20 school year. She is available in an emergency or when the nurse is on lunch.
4. It was decided to keep the committee at seven (7) members. Kim will email the staff in September with information regarding the Safety Committee, committee members and email addresses (for safety concerns), and meeting schedule.

Next Committee Meeting: August 7, 2019 – Time: 10:00 am @ administration office conference room
Adjournment: July 10, 2019 – Time: 10:09 AM