

MINUTES
SAFETY AND SCHOOL FACILITIES COMMITTEE
SEPTEMBER 29, 2016

Attendance

Phyllis Yates, Kenneth Richardson, Marty Norris, Travis Richardson, Tammy Craine, Robin Goss, Regan Perry, Libby Matheson, Martha Turner, Kevin Anderson

Introductions

A brief opening to welcome and thank our safety committee members for their attendance

Agenda

- A Calendar Year-to-Date **Accident Report** was given out to each committee member which included all accidents for the 2016 year; it was pointed out that we had 12 total claims with 12 total work days missed to date – the majority of the work days missed were from two claims resulting from falls
- Kenneth Richardson updated the committee about the **Building Safety Walkthroughs** for each school and the importance of this process
- **OSHA forms** were discussed by Kevin Anderson to make sure all schools/departments had the proper paperwork on file at each location according to OSHA guidelines and procedures
- **Safety Tip of the Month** was brought up and discussed with regards to the tips approved for the months of October and November – resources were provided for each Safety Committee member to take back to their schools/departments
 - **October – Lifting**
 - **November – Chemical Exposure**

Recommendations

- Reminder to do **Monthly Walkthroughs** and turn in to Kenneth Richardson
- Meeting adjourned