

MINUTES
SAFETY AND SCHOOL FACILITIES COMMITTEE
SEPTEMBER 28, 2017

Attendance

Phyllis Yates, Kenneth Richardson, Marty Norris, Travis Richardson, Tammy Craine, Robin Goss, Regan Perry, Libby Matheson, Martha Turner, Shea Coldiron, David Koontz, 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 2017 year; it was pointed out that we had 13 total claims with 94 total work days missed to date – the majority of the work days missed were from two claims resulting from falls
- **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
- **Workers' Compensation** review was discussed with each department as just a reminder on how important it is to communicate when an injury occurs
- Kenneth Richardson updated the committee about the **Building Safety Walkthroughs** for each school and the importance of this process
- **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 – Burns**
 - **November – Lifting & Moving**

Recommendations

- Randy Cranfill with Surry Insurance to come on November 13th to do walk-thru with both transportation and child nutrition departments to look for possible OSHA violations
- Meeting adjourned