

MINUTES
SAFETY AND SCHOOL FACILITIES COMMITTEE
SEPTEMBER 27, 2018

Attendance

Phyllis Yates, Jerry Baker, Marty Norris, Travis Richardson, Tammy Craine, Robin Goss, Shea Coldiron, Beth Hodges, 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 2018 year; it was pointed out that we had 14 total claims with 37 total work days missed to date – the majority of the work days missed were from one claim resulting from a fall
- **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
- Jerry Baker updated the committee about the **Building Safety Walkthroughs** for each school
- **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 – Falls**
 - **November – Lifting**

Recommendations

- Meeting adjourned