

Safety, Health & Wellness Committee 2022-2023

MEETING MINUTES - September 21, 2022

All Meeting Minutes and Materials from the meetings can be found online under -
Departments - Facilities & Maintenance - FGSD Safety, Health & Wellness Committee
(https://www.fgsdk12.org/apps/pages/in.dex.jsp?uREC_ID=1374700&type=d&pREC_ID=1572736)

Building/Dept	Primary	Alternate	Attendance
Cornelius Elem	Cynthia Abad Cuevas	Angella Graves	✓
Dilley Elem	Stacy Schoen	John Allen	✓
Echo Shaw Elem	Natasha Day	Aislinn Collins	✓
Fern Hill Elem	Brenda Houser	Bonnie Hardwick	Absent
Oak Grove Academy	Christa Slaughter		Absent
Harvey Clarke Elem	Tom Nims	Troy Fisher	✓
Joseph Gale Elem	Amy Harlow	Mariela Mireles	✓
Neil Armstrong MS	Dino Andrade	Chris Martin	✓
Tom McCall Upper Elem	Julie VanBemmel	Danyelle Thomas	✓
Forest Grove High School	Christina Mora	Doug Thompson	✓
CALC	Jenny Acosta	Tim Graham	✓
Special Education	Kirstin Le	Kim Shearer	✓
Nurse	Kathy Lundquist		✓
Director of Facilities	Mark Hughes		✓
Sodexo Custodial	Randy Edmiston		✓
Grounds	Brad Bafaro		Absent
Business Office	Ilean Clute	Jennifer Evers	✓
Human Resources	Kevin Noreen	Jo Shields	✓
Student Safety Coordinator	Patrick Hess		✓
Workman's Comp	Jennifer Brewer		Absent
Nutrition Services	Ricky Carter, Chair	Amanda Krupp	✓
SAIF	Siobhan Murphy		Absent
AssuredPartners	Alycia Johnson		Absent

Introductions: We went around the table and everyone introduced themselves. There are a lot of new faces. Thanks for joining us on the Safety Committee!

Nominations & Election of New Chairperson: Nominations opened for 2022-23 chairperson. Mark Hughes nominated Ricky Carter. A vote was called and Ricky was elected.

Training: Ilean Clute covered the Safety Committee Roles & Purpose. Please see [attached handout](#). We also discussed the district policy for the Safety Committee and where to find it on the district website.

Incident/Accident Reports (Workers Comp, Time Loss): Four reports received to date. Two were referred to the student sub-committee.

Cut heel on rusty grate - trees were bought to put in this area where the injury occurred. Grates were filled with gravel until trees can be planted.

Chromebook dropped on top of foot by student - Safety Committee recommends that staff consider the type of shoe they wear. They should be appropriate for daily duties. SC also suggests reviewing computer safety training with student.

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What incidents to report? We discussed that it is important to document all injuries and accidents no matter how embarrassed the injured person may be. If the principal has been advised of an injury, they can fill out the report. These reports are confidential and no personal information is shared with the Safety Committee. If there is a question about whether an injury should be reported or not, please contact jevers@fgsd.k12.or.us with questions.

Ricky Carter reminded us that near-misses need to be reported as well so that we can take care of hazards before there is an injury.

Ricky would like to see data on the injuries in the past so that we can keep track and compare. Ilean agreed to get this together for a future meeting.

If a staff member seeks medical attention for an injury, they must have a note from the doctor saying they can return to work. This note needs to be received by Kevin Noreen in HR before the person can return to work.

Grounds: Although we have had very dry weather, the rain is coming so please start to remind your staff that sidewalks and entrances will be slippery.

Student Services Sub-Committee: Kirstin Le reported that with the turnover of staff it is hard to keep *Safety-Care* trained employees. All special education teachers are trained and most principals and deans are trained. The sub-committee reviews incidents related to students, mostly special education students.

Work Orders: It is important to enter "safety" or "emergency" work orders for all hazards that we see in our buildings and on our grounds. In addition to the work order, you can also call or email Facilities. As much information as you can provide with work orders is greatly appreciated.

Julie VanBemmel brought up the importance of attaching photos to our work orders so that the correct area gets fixed.

Building Inspections: ([click here for a blank building inspection](#))

The first of three building inspections will be due at the end of November. Please contact Randy or Mark if you would like help with your inspection. We want these inspections to be thorough. Please put some time into them, and turn in a blue timesheet for your extra time. Email your completed inspection to jevers@fgsd.k12.or.us as soon as it is done.

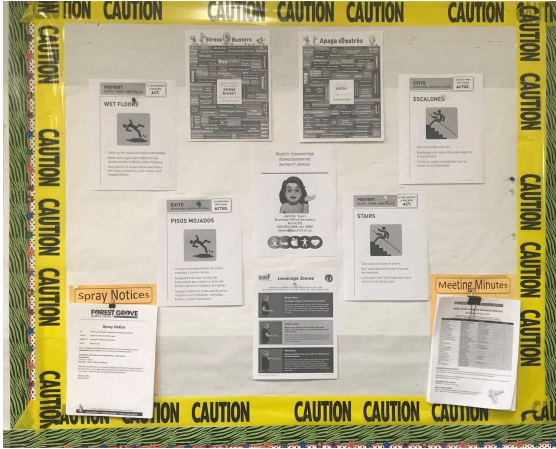
At our November meeting, we would like Siobhan Murphy to lead us on a building inspection. If someone would like to volunteer their building as the site for the inspection, please email jevers@fgsd.k12.or.us.

Fire Inspections: Fire inspections should begin again. Mark Hughes will check into this.

Open Discussion: Stacy Schoen asked if the custodians can start wiping down the student desks now that the students are eating breakfast in the classroom. Sodexo will be willing to make swaps for other duties to make this happen. Call Mark or Randy to make swaps to contract.

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Safety Boards: Each building has a designated spot to put up safety information.



Posters:

Cords ([English](#) / [Spanish](#))

Benefits of Sleep ([English](#) / [Spanish](#))

Train Your Brain ([English](#) / [Spanish](#))

Mindfulness ([English](#))

Hazard Identification Fact Sheet ([English](#))

Don't forget to put your Meeting Minutes and Spray Notices on the board also.

ACTION ITEMS/TOPICS FOR FUTURE MEETINGS:

[Injury Flowcharts](#) - Jen will send link to Safety Committee

Incident Investigation with Alycia Johnson from AssuredPartners - Oct 19

Hazard Identification

Entering Incidents in Vector Solutions - Jen

Discuss December Meeting Date - Do we do it a week early or cancel

HOMEWORK:

- Post your bulletin board materials, minutes, spray notices, etc on your building safety board.
- Please get your accident investigations done and turned in as soon as possible.
- Make sure you have scheduled a time for your building inspection.

Goals for 2022-2023:

- We want all safety committee members to engage in the process
- We want all safety committee members to be active in your schools
- We want all safety committee members to have a positive impact on safety and security
- We want all safety committee members to lead by example
- We want our team to be valued and supported by our Administration and Cabinet
- We want our team to change the safety culture of our district

2022-2023 Meeting Dates: 10/19, 11/16, **Dec?**, 1/18, 2/15, 3/15, 4/19, 5/17, 6/21