



## Occupational Safety & Accident Prevention Committee May 22, 2018

Meeting Minutes

Members Present: Kate Powers, Matt Read, Jonah Stinson, Denise Sues

Meeting began at 3:45 p.m.

**Work Group Projects** – Jonah will update the building inspections and bulletin board safety topics calendars. The group discussed using meeting times next year to accomplish some of our work group projects. Committee members who have not signed up for building inspections or monthly safety topics can use the link below.

- [Inspection Sign-Up and Monthly Topics](#) – sign up for ONE building inspection and ONE safety topic. (It will sync and save as it's a cloud-based document). We are aiming for 1 person doing each building inspection (knowing we may need more for the high schools) and 2 people per monthly topic.

**Building Inspections** – The [Safety Inspection Checklist](#) will serve as a guide during building inspections done by committee members to identify any building issues that could pose safety concerns. Completion of the inspections will primarily be done next school year. Prior to going out to the school for the inspection, suggested protocol was to notify the principal, secretary and include the custodian to determine the best day and time for the inspection and to encourage one member of the school staff to participate in the walk through.

**Employee Injury Report** – Denise prepared a final report of employee injuries for the year; by school and by type of injury. The highest incidence of employee injuries come from student related injuries in Lifeskills classrooms.

Meeting adjourned at 4:15 p.m.

Next Safety Committee Meeting: Date to be determined for September 2018