

## Occupational Safety & Accident Prevention Committee October 16, 2018

Meeting Minutes

Members Present: Dana Beatty, Mike Helmick, Alyssa Johnson, Celeste Miracle, Russell Robinson, Caitlin Rozycki, Jonah Stinson, Denise Sues, Nyla Thursday, Kathryn Weilage

Meeting began at 3:45 PM

**Review Purpose of OSAPC for New Members** – The purpose of the Occupational Safety and Accident Prevention Committee (OSAPC) is to research and investigate staff injuries to minimize their occurrence in the future and reduce overall hazards in Bellingham School District facilities. Each OSAPC member has access to a binder of material, which is also available online. While the committee cannot make policy changes, they can make recommendations.

**Claims Review: 2017-2018 Employee Injury Reports** – Every year employee injury reports are recorded in a spreadsheet, which can then be analyzed for higher and lower occurrence factors. Moving forward OSAPC can compare data year-to-year to see increases or decreases in injury by facility, occupation, and type. This comparison and analysis could lead to recommendations pertaining to increased support at different facilities, changes to equipment, and other building-related improvements.

Denise will send a reminder to schools to fill out employee injury reports since the discrepancy in total injuries per school may be skewed by frequency of reporting. Current injury forms take less time to fill out and employees can write their general information in (name, position, facility, etc.) and make copies to expedite the process when an injury occurs.

**Safety Bulletin Boards** – Safety bulletin board topics chosen last year are not permanent and can be altered based on OSAPC member suggestions. Nyla and Jonah will create templates for a few and send them out to the OSAPC for review. When the materials are created, each month a newsletter on the safety topic will be emailed to all Bellingham School District employees, who can then print and post them on physical bulletin boards.

**School Facility Reviews** – On or before the next OSAPC meeting each member will do a building inspection on a facility of their choice. Inspections should be done in the company of a building administrator and/or a custodian to have multiple eyes involved as well as encourage changes to potentially unsafe conditions. Facility inspections are not meant to be enforcement mechanisms but can be used for the OSAPC to identify safety concern trends to be addressed across the school district.

Denise and Jonah will draft a template letter explaining the process, which can be sent out prior to inspection. After a member completes their inspection, they will send the completed form to Denise.

Meeting adjourned at 4:50. Next Safety Committee Meeting: December 11, 2018