

**Occupational Safety & Accident Prevention Committee
December 03, 2019**

Meeting Minutes

Members Present: Dana Beatty, Mike Helmick, Alyssa Johnson, Ed Price, Russell Robinson, Jonah Stinson, Denise Suess, Nyla Thursday

Meeting began at 3:45 PM

Purpose of Committee – Per state laws, the charge of the committee is to assess occupational health and safety and accident prevention for our staff. As such, student safety concerns are not a primary focus and should be directed to the School Safety/EM staff. The committee agrees that the best use of time is as a working group on active projects. During this year we will continue to improve our building inspection format and communication with buildings to make changes. In addition, at the end of the year the committee will discuss the overview of staff injuries from the '19-20 school year.

Building Inspections – All committee members agreed that the building inspections were helpful in improving safe conditions in BPS facilities. Several members saw direct changes in their schools. However, with the new school year, safety standards need to be reminded for facilities.

The committee will work on the process of communicating identified issues in schools, both directly with building administrators and exploring the creation of a “Dos and Don’ts” summarizing classroom and building safety standards. The “Dos and Don’ts”, informed by common hazards from the building inspections, could possibly be shared with orientation material at the beginning school year.

Staff Injury Report – The staff injury report helps the committee and individual departments to identify and address common safety concerns by employee position. For committee purposes, it is best used at the end of the year as a broad overview, rather than a case-by-case basis.

New Members – Over the next year the committee will add new members as representatives from other employee groups.

Meeting adjourned at 4:30.

Next Safety Committee Meeting: February 25 – 3:45 PM Central Services