

SOUTHERN OREGON EDUCATION SERVICE DISTRICT
Safety Committee Meeting Minutes
February 14, 2019

Call to Order 8:40am

Present Daniel Weaver, Margay Garrity, Dawn Stephens, Jenni Wisdom, Susan Sprague, Susan Peck, Ray Robison, & Kathy Gregory

Minutes The minutes from the January 10, 2019 meeting were presented and approved.

New Business The incident report for January 2019 was reviewed.

Daniel had a meeting with Pace and they had a program that helps buy equipment for our staff to cut back on claims. We are getting 18 hand massagers for our interpreters. Daniel and Cari are in talks with them as far as what else it out there. They also have trainings to go over what we can do to stay safe. Daniel will see if there is a video we can watch at our safety meeting. Cari is also working with Pace on a back to work program to get our employees back to work in any capacity.

We also discussed incidents in the work place. Any incident, no matter how minor, needs to be reported within 24 hours with no repercussions to employee. This is just in case the incident turns into something bigger down the road. It is also helps to track if the incident is a reoccurring issue.

Reviewed the OSHA fact sheet to make sure we are following all the rules.

Reviewed the new Healthy and safe requirements that we must follow.

There was some concern as far as communications between our techs working in schools and the school itself to alert our staff when there is a school closure due to illness. They need to reach out to David Todd so he can pull our staff out of there.

Need to update the emergency after hours contact list.

When we do our safety walk-thru, we should have at least two people walk-it at the beginning of the school year.

Andre Johnson is working on where we can go in case of an evacuation at our Phoenix office. We were informed that the correctional facility that we can no longer go there.

Reviewed the map of the AED location for all ESD buildings.

Milo's Auto repair is our new mechanic where we take our ESD vehicles to be certified. He is located in Rogue River. Earl will be the one taking care of getting them done.

All our printed information for our safety meetings are located in a binder in the business office. We post all up to date meeting minutes on our employee bulletin boards as well as on our website

Next Meeting Next month is a safety walk-thru so no meeting will take place. The next safety committee meeting is April 11, 2019 at the Phoenix office in room 23 at 8:30am.

Adjournment 9:50am

Daniel Weaver	Business Manager	Jenni Wisdom	Technology Services
Jim DeRouen	Maintenance	Kathy Gregory	Accountant
Margay Garrity	Nurse	Susan Sprague	Licensed Staff
Dawn Stephens	Classified Staff	Susan Peck	Administration
Patty Michiels	Human Resources	Ray Robison	OSEA Appointed Member