

###### Workplace Safety Committee

**December 10, 2024**

** District Service Center**

**3:15 P.M. (via) Zoom**

# MINUTES



|  |  |  |  |  |  |
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| **EMPLOYER MEMBERS** | | **EMPLOYEE MEMBER** | | | |
| X | Dan Egly, Chairperson | **X** | Vicki Bair (Rec. Secretary) | X | Michele Machmer |
| **AB** | Brian Bubb | **X** | Andrew Baker |  |  |
|  |  | AB | Mike Knight | X | Noah Bower |
|  |  | X | Matt Little | X | Noah Green-non-voting member |

##### Welcome: Dan welcomed all in attendance to the meeting.

##### Minutes: The November 12, 2024 minutes were reviewed and a motion to accept them was made.

Motion: Michele Machmer Second: Matt Little

Yes: All in favor to accept the minutes

No: None

Absent: Brian Bubb and Mike Knight

Result: The minutes were approved.

##### Occupational Injuries:

There were two (2) to mention however, both of which were carelessness incidents. One was that a milk crate fell on an employee’s toe and the other was some overhead pans fell and hit an employee’s head. Both employees sought medical attention without any major injury and no report was necessary. This is just a situation where we need to be more careful and know our surroundings better. But a reminder, if you see unsafe conditions/items to let someone know so they can be addressed.

*IV.* November 25, 2024-Drill Takeaways:

There were several issues identified in this drill. One being the difference between lock- down and lock-out.

Lock-down: This is where we stop the educational process and move to safer place within

the classroom and out of sight. Doors are to be locked.

Lock-out: This is where we continue teaching, but we are not allowing visitor/people into

our buildings.

* One area of concern was in the cafeteria and gym areas where there is loud music and people can’t hear. Suggestions was to install strobe lighting to help make people aware of a situation. The strobe lighting in cafeteria is already in the works. Andrew mentioned that this strobe lighting could be useful in the tech ed rooms as well.
* Also, Michele mentioned that anyone can open the cafeteria gate. Dan is aware of this issue. What happens if there was something happening in the cafeteria area, where would the kids go? Suggestion was to move kids into the table closet by cafeteria to keep them safe.

Dan advised the committee there will be another drill in March to include all new staff and administration.

*V.* Winter Weather Reminder:

Dan put out an all-employee email for winter weather preparedness. This is a reminder to allow the maintenance staff to have the necessary time to shovel and plow areas before staff are to enter the buildings and to wear appropriate footwear.

*VI*. Updates:

School Operations Update:

Matt Little is working on fobs for weight room and locker rooms new door access. This will include elevators as well.

School Police Update:

The police continue to staff after school activities. Recently, there was a meeting to

purchase metal detector doorways for those large events with sports etc. to help with keeping our school safe. This is in the works to purchase.

*VII.*  Good of the Order: Have a wonderful Christmas holiday vacation and see you back in the

new year.

*VIII.* Next Meeting: January 14, 2025 @ 3:15 p.m. via Zoom (unless notified differently)

*VIIII.*  Adjournment @ 3:41p.m.