MEETING NOTES
Workplace Safety Committee Meeting
Virtual via Zoom
Monday, December 14, 2020
3:00 PM

Participating were Jeff Kobernick, Frank Flanagan, Mike Balik, George Tucker, Tim Hubbard, Will Van Patter, Cynthia Newlin and Kathy LaMar.

1) Jeff called the meeting to order at 3:05 PM.

2) “Safety Moment” – A Safety Data Sheet (SDS) was the topic of discussion, led by Jeff. Given the greater number of sanitizing products being used to fight COVID, Jeff believed this committee could be of service to the DASD community by bundling the important informational parts of the SDS’s so one does not have to read through all 16 sections each contains. He indicated that SDS’s are kept on file in the Head Custodians’ offices, the nurses’ offices, and in each building’s administration front office. Jeff presented the SDS for Re-Juv-Nal, currently distributed to staff in spray bottles for disinfection use against COVID. Jeff advised that it should not be washed down the sink as it is a hazard to the environment and wildlife.

Jeff asked George if he had feedback given his role as Science Curriculum leader. George commented that the Science Departments have their own SDS’s available within the classrooms, however, the most important item to have on hand is the neutralizing agent for the product. Intervention is critical should something detrimental happen causing harm to staff or a student. In George’s point of view, if the neutralizing agent is not available; i.e., intervention is not possible, then one should not be using the product. He indicated that an eye wash/eye flush is a large intervention use.

3) Jeff referred to the meeting notes from the last meeting held on November 17, 2020, previously distributed. There were no comments. These meeting notes have been posted to the Workplace Safety web site.

4) Presentation – Kathy provided an overview of the SDIC Fall Seminar that took place virtually on November 18, 2020. The program included four topics; namely:

   a) New Chemical Uses and Hazards in the wake of COVID;
   b) Use of appropriate Personal Protective Equipment (PPE) – types and the hazards they prevent;
   c) Slips, Trips and Falls - their injurious hazards, causes and prevention, and
   d) A Workplace Safety Committee’s involvement prior to, during and after COVID.

Kathy’s presentation will be posted to the Workplace Safety web site.

5) Old Business

   a) Employee Safety Manual Update – Jeff reviewed the two-prong approach to this district manual. The first part is to review the various sections of the manual for current accuracy. He indicated that several members of the committee were asked to provide feedback by December 22 on assigned parts of the manual. The second step will be to review the revised document in comparison with the All Hazards Plan, another safety document available to the district under the oversight of Dr. Reed. Jeff indicated that Dr. Reed had asked that Board Policy #705-AG-4 “Safety Committees” and related Administrative Guidelines be reviewed with the information contained in the Employee Safety Manual. The amended manual will be reviewed at the next committee meeting on January 26, 2021.
b) District Radios/Walkie Talkies – Jeff advised that the distribution of these radios to the head custodians was complete. The system is complex, so FreCom is still working on the communication between radios and repeaters so they all work smoothly. Schools are currently using them locally within their buildings, but the goal is to be able to communicate between and among buildings.

c) The DASD Workplace Safety Committee Web Site will continually be an updated resource for DASD staff. Jeff apprised the committee that the site was updated with a link to the district’s Coronavirus Updates and COVID Resources that appear on the DASD home page via a pictorial link. He asked the committee to review the site and share suggestions for further additions to the web site, located at the following link: https://www.dasd.org/workplacesafety.

d) Jeff reminded the committee that a “Hazardous Unsafe Condition Reporting Form,” part of Board Policy #705-AG-2, is currently on the Workplace Safety web site. He stated that neither Facilities or the Workplace Safety Committee has ever received a completed form. Jeff’s vision is to make this paper form electronic and include it within the FMX internet-based program with the thought that it would be more widely seen and therefore used by DASD staff.

e) Jeff advised the committee of the balance of scheduled meetings as follows:

- Tues., January 26 – 2 PM
- Tues., February 23 – 2 PM
- Tuesday, March 23 – 2 PM
- Tuesday, April 13 – 2 PM

All meetings will be via Zoom, and the link will be contained within each Outlook meeting invitation.

6) New Business

a) As a result of the Safety Moment discussion, a PDF will be created and posted on the Workplace Safety web site featuring SDS information on the disinfecting chemicals the district currently uses.

The meeting concluded at 3:55 PM.