MEETING NOTES
Workplace Safety Committee Meeting
Thursday, March 28, 2019
3:00 PM – Facilities Conference Room
540 Trestle Place

SAFETY GOALS DIRECTED AGENDA

<table>
<thead>
<tr>
<th>GOAL 1</th>
<th>There is a concrete definition of what success looks like for our safety program.</th>
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<td>GOAL 2</td>
<td>There is regular, district-wide communication on safety topics.</td>
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<td>GOAL 3</td>
<td>Employees are actively engaged in safety initiatives, producing tangible results for the district.</td>
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Participating at the meeting were Jeff Kobernick, George Tucker, Angela Cummings, Joanna Shealy, Cynthia Newlin and Kathy LaMar.

1) Jeff called the meeting to order at 3:02 PM.

2) “Safety Moment.” Jeff commented on water sports. He advised that while the air temperature may begin to warm, water temps are much lower. Five minutes in water that’s below 50 degrees prompts one to be able to do less, like climb a ladder. From October to April, one must wear a life preserver in small craft, which will assist should freezing water impede one’s ability to move or swim to shore.

Jeff asked the committee to brainstorm about how to increase the idea of providing a moment for “Safety” at administration and staff meetings. It would be good for committee members to be role models for such safety awareness. Jeff asked committee members to consider requesting a 30-second to one-minute “safety predecessor” prior to another meeting he or she may be attending, for example at Em’s/Rob’s Principals’ meeting, an AdCab Retreat, etc. This could be an influence for getting safety recognized as a culture within the district.

Suggestions included varying the safety topics, perhaps making safety a seasonal topic; keeping it somewhat fun; directing comments toward the type of professional(s) in the meeting; presenting in a high-energy fashion, and perhaps even giving out a “take-away.” Suggested was to request a moment with the faculty at either STEM or UHES, given the construction work expected on these school grounds, prompting safety protocol.

3) There were no questions about or amendments to the meeting notes from the meeting held on January 24, 2019.

4) Presentation. Jeff commented that with spring, one thinks of outdoor activities, but he asked the committee to think about exercise at work, specifically ones that can be done at one’s desk; exercises that assist with work stress (physical) and supporting positivity (mental).

   a) Mental: “self-talk” a thought of a cup half-full versus half-empty. Recognize a setback, but don’t think a failure is negative; think of it as a learning experience. Also, look at the big picture, which helps to put other (smaller) problems into perspective.

   b) Physical: 3.2 million deaths are attributed to lack of physical activity. Consider that generally, one sits 9.5 hours a day (important to sit properly, keeping your head and
shoulders straight and not slumped!) and sleeps 7 hours a day, for a total of 16 out of 24 hours one is not involved in exercise. Exercise increases melatonin, which positively impacts our mental state.

c) 3D Component of Jeff’s presentation; namely, he reviewed several "active" exercises one can do at their desks to alleviate stress and produce positive thinking. These exercises were included in an on-line article entitled, “20 Exercises to Do at Your Desk-Get Fit at Work!” and can be found at the following link: https://draxe.com/exercise-to-do-at-your-desk/.

Given these suggestions, Jeff asked if perhaps the committee should create a guideline for a healthy staff regimen. The discussion broadened to possibly even sending a mass email to all staff to advise when it is “time to stretch”! The committee suggested a “Movement Moment” vs. a “Safety Moment,” which may be more acceptable and viable in promoting a safety culture within DASD.

5) Old Business

a) Jeff reviewed the results of the February 26 STEM Academy Fire Safety Walk-Thru, which are attached to these meeting notes. They will be shared with Art Campbell, STEM Head Master, and resolutions to some of the findings will be addressed with the appropriate personnel, both at STEM and within the Facilities Department.

b) Jeff provided an update on the Safe2Say program and indicated that the middle school students are very involved in participating. There have been 5,000 tips statewide. A handout, summarizing the program, was shared with the committee and is attached to these notes.

c) Safety Bulletin Boards and Newsletters are a work in progress. It was realized that this committee must capture the attention of the district in order to promote a desired culture of safety.

d) New Teacher Orientation Packet Insert. The committee was advised that there is no longer a paper orientation packet provided to new teachers. Perhaps the committee can communicate directly with new teachers via an email, providing “tips for safety” as they embark on their new careers at DASD. Topics for the communication can include DASD activities, such as monthly fire and active threat drills (run, hide fight-do not do nothing), a “Movement Moment” and possibly a “Safety Moment” – considerations for their students; how to stop bleeding; etc. Tim and Kim can be helpful in putting together topics for such a communication.

6) New Business

a) SDIC Spring Safety Seminar on “The Growing Mold Problem,” Thursday, April 11, 9 AM-2 PM. George expressed interest in attending. Kathy mentioned that Dan Laird, Custodial Supervisor, will attend.

b) Dates for balance of 18-19 school year meetings, currently 3 PM:
   1) Thursday, April 25, 2019
   2) Tuesday, May 7, 2019 (SDIC Participating)

The meeting concluded at 4:00 PM.