MEETING NOTES
Workplace Safety Committee Meeting
Thursday, October 17, 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 were Jeff Kobernick, Kim Gardner, Nick Indeglio, Will Van Patter, Cynthia Newlin and Kathy LaMar.

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

2) “Safety Moment” – Jeff explained the concept of a “Safety Moment.” The idea is to start a meeting with a safety thought or tip – perhaps 30-60 seconds – in order to keep an awareness of “workplace safety” on the minds of the DASD community. He continued with his tip regarding “Leaf Raking.” There are “best practice” methods for safe leaf raking. Considerations include warming up/stretching, using proper form and avoid twisting, wear right shoes, clothing and gear, properly lift bags of leaves, take breaks, etc. A closer look at the importance of biomechanics relative to raking leaves can be found at the following link to the Workplace Safety Committee’s website: https://www.dasd.org/Page/4225. Jeff commented that were the committee members able to institute a “safety moment” at meetings they attend at their own buildings, this would assist with the committee’s goal of “regular, district-wide communication on safety topics.”

3) There were no questions or amendments to the meeting notes from meeting held on May 7, 2019. These meeting notes will be posted to the Workplace Safety Committee website.

4) Employee Accidents/Incidents Reports – Kim Gardner distributed two handouts that referenced employee accidents and incidents during the 2018-2019 school year and the first quarter of the 2019-2020 school year. Kim advised that these reports do not track student incidents or accidents, just DASD employees’ injuries. The two reports are attached to these meeting notes.

5) Presentation – Kathy LaMar presented a Power Point presentation on “Slips, Trips and Falls.” This category of incidents and accidents represents the highest number of all accidents within the DASD and within the 77 school districts represented by the SDIC. Kathy proposed a district-wide awareness about slips, trips and falls that will include updated content on each building’s Workplace Safety Bulletin Board, monthly reminders to principals for review at their staff meetings, a complete overhaul of the district’s safety web site, and an anticipated presentation before principals at a future K-12 Principals Meeting. Kathy’s PP can be reviewed at the following URL on the district’s Safety web site: https://www.dasd.org/Page/4225.

6) Old Business
a) Safety Committee Communications via DASD Web Site – Jeff explained how the current location of the safety committee’s web site is within the “HR Department” link. He desires to work with the Communications Department to have the safety site be provided a link from the home page. He and Kathy will be working to update the location and the content.

Jeff also reminded the committee of the email address safetycoordinator@dasd.org. This email will go right to Kathy and should be used should someone within the DASD community wishes to advise of a safety hazard.

b) Safety Bulletin Boards - Jeff indicated that the updates to the boards will include seasonal safety tips.

c) Building Fire Safety Walk-Throughs – Jeff advised that these walk-throughs will continue. The principals are appreciative of what they learn from them. Important categories for a building inspection include, but are not limited to, fire hazards, trip hazards, egress obstructions and electrical hazards.

7) New Business

a) Jeff explained that the committee is to meet a minimum of six times to accommodate an SDIC requirement in order to receive a discount on the district Workers Comp insurance. The balance of the dates currently scheduled for the 2019-2020 school year follow:

i. November 12, 2019
ii. December 12, 2019
iii. January 23, 2020
iv. February 20, 2020
v. March 26, 2020

The meeting concluded at 3:45 PM.