MEETING NOTES
Workplace Safety Committee Meeting
Thursday, January 23, 2020
3:00 PM – Facilities Conference Room
540 Trestle Place

SAFETY GOALS DIRECTED AGENDA

<table>
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<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, Alex Medlar, Will Van Patter, Mike Balik, Tim Hubbard and Kathy LaMar.

1) Jeff called the meeting to order at 3:05 PM and welcomed Alex from HR, a new participant on the committee.

2) “Safety Moment” – Jeff explained how the committee is trying to bring a concept of safety to the district by adopting a “safety moment” at meetings of more than two people. Thirty (30) seconds are all one needs to provide a safety moment. When things are going well, safety is not on an individual’s radar, but it should always be addressed. Think about carbon monoxide detectors. One was beeping for three days at Marsh Creek Sixth Grade Center. This is a device that should not be ignored! There is a reason it beeps. Jeff indicated how important it is to have one or more detectors in one’s home. There is a ratio of number of detectors one should install to the square feet of the home, and where they should be located to appropriately detect carbon monoxide.

3) There were no questions or amendments to meeting notes from meeting held on December 12, 2019, which can be found on the Workplace Safety web site.

4) Presentation – Jeff is reviewing School Board Policy #705 entitled, “Safety.” Within this policy are several Administrative Guidelines (AG) and Jeff is addressing Policy 705-AG-4, “Safety Committee.” This AG is attached for the committee’s reference. Item #1 is accomplished by the committee in its review of Workers Comp/Accident Reports provided by HR.

Kathy indicated that Facilities works with HR when there is a WC filing that involves an issue that needs to be repaired by the maintenance team. The committee has done safety inspections of a few schools and has provided feedback to principals.

Also of importance is 705-AG-2, the “Hazardous/Unsafe Condition Report Form” that we will post to the Workplace Safety website.

Jeff indicated that there is an email address, safetycoordinator@dasd.org, that had been created in 2012, but the DASD community is unaware of its existence. This will be promoted on the committee’s web site. (Subsequently, this email address was announced in the February 14 HReminder.)
5) Workers’ Comp Accident Reports, First and Second Quarters (July 1 - Dec. 31, 2019). A brief but comprehensive report was prepared by Kim that provided dates of accidents and the types of incidents that were reported. Typically, such specificity is not provided, but this report shows a picture of the types of incidents the district experiences.

6) Old Business
   a) Workplace Safety Committee Communications & Visibility – Status
      1) Safety Tips have been placed in recent editions of HRreminders (pay-day Fridays).
      2) The Workplace Safety Web Site has been made more visible and remains a major project for the committee to upgrade, update and promote.
      3) Workplace Safety Bulletin Boards are in all schools, with a theme of “slips, trips and falls.”
   b) Building Fire Safety Walk-Through – Plan for a walk-through of BHES in February or March. Jeff will review the inspections we’ve done, compare them with what the Board policy has tasked the committee with, and possibly create a new inspection template for the next walk-through.

7) New Business
   a) New Mission to promote a culture of safety throughout the district?
      The enduring value and priority placed on worker and public safety by everyone in every group at every level of an organization. It refers to the extent to which individuals and groups will commit to personal responsibility for safety; act to preserve, enhance and communicate safety concerns; strive to actively learn, adapt and modify individual and organizational behavior based on lessons learned from mistakes; and be rewarded in a manner consistent with these values.
      Jeff related that he had read this statement recently and thought it was a comprehensive statement for the committee to promote throughout the district. No decision made on whether this paragraph should possibly replace the “Safety Goals Directed” agenda points. Discuss further.
   b) Workplace Safety Committee to present at a future Staff Professional Development Program, furthering the visibility of the Committee and a culture of “safety” within the district. Jonathan Blow will advise a date for this presentation. The committee suggested that a graphic be included, created by HR, providing charts to illustrate WC claims and injury reports. Alex will work with Kim on this.
   c) Plan a 20-21 Safety Awareness Program with recognition for exemplary “safe” behavior. Several suggestions were made:
      1) Do a take on “See something, say something, or do something.” Example: position an item on a hall floor that could be a safety hazard (clothespin story) and see if anyone picks it up. Label it for the individual who DOES pick it up to contact safetycoordinator@dasd.org for a reward for recognizing good habits. It was agreed that it may be difficult to place something strategically that might impact safety safely. The committee does not wish to cause an incident.
      2) OR, inform principals of the program and provide them with an inventory of candy bars or some type of reward to recognize the individual for safe behavior. This also gets the building administration involved in safety.
      3) Could make this program competitive among the schools – who is giving out the most inventory for safe behavior?
      4) Place some type of identifier about the program or unsafe condition on the Safety Bulletin Board. Bring focus to the board and then direct individuals to collect the identified item. More discussion is needed for this program to be a success.
d) The last two committee meeting dates for the 2019-2020 school year are February 20 and March 26. A decision will need to be made about the safety walk-through of BHES on either of these remaining dates.

e) Jeff advised the committee about the recent challenge in schools, called the “Outlet Challenge.” DASD was alerted to this dangerous activity by Ms. Chrissy Simpkins, Safe Schools Planning Coordinator at the Chester County Department of Emergency Services. Chrissy was asked by the County Fire Marshal’s Office to forward the link to this challenge to school districts, which was publicized on Channel 6 ABC News. The link follows:

https://6abc.com/outlet-challenge-could-cause-serious-injury-fire-official-warns/5869905/?fbclid=IwAR3inTI03_DgSYH74uJVQnguoWp_kWXj1JvWEj-DlcwL_6WERUtdM-EVPO

The meeting concluded at 4 PM.