

**Eugene School District, 4J  
District Safety Committee Minutes  
Thursday, October 6, 2016 / 8:30am to 10:00am  
Education Center / Mozart Room**

Safety Committee Members Present:

Eli Plouff, Custodial Staff Assistant  
 Randi Bowers-Payne, Human Resources Administrator  
 Matt Cornwell, Facilities Safety Specialist  
 Diana McElhinney, Classified Benefits Coordinator, OSEA Representative  
 Julie Wenzl, Licensed Benefits Coordinator, EEA Representative  
 Maxine Proskurowski, Program Manager, Health Services  
 Scott Mayers, Assistant Principal at North Eugene High School  
 Steve Cooper, Nutrition Services Supervisor  
 Jo Ann Smith, OSEA Chapter 1 President  
 Mark Bennett, Kennedy Middle School Assistant Principal  
 Scott Asbury, HR Generalist II, Risk Management

Safety Committee Members Absent:

Tammy Jeffries, WHA Insurance/Workers Compensation Account Executive  
 Ron Bell, Warehouse Supervisor  
 Christopher Hawks, Transportation Training Coordinator  
 Joane Butler, ESS Education Administrator  
 Jim Nusser, SAIF/Senior Safety Management Consultant

Next meeting: Thursday, November 3, 2016

1. Introduction of new Safety Committee Member, Mark Bennett, Kennedy Middle School Assistant Principal
2. September Safety Committee Minutes adopted
3. Reviewed claim trends (*Scott*)

Claims Trend by School Year

<b>2016-17 School Year</b>	2015-16 School Year	2014-15 School Year	2013-14 School Year
<b># of claims</b>	# of claims	# of claims	# of claims
<b>8</b>	87	97	76

Time Loss Trend by School Year

<b>2016-17 School Year</b>	2015-16 School Year	2014-15 School Year	2013-14 School Year
<b># of Time Loss Days</b>	# of Time Loss Days	# of Time Loss Days	# of Time Loss Days
<b>0</b>	38	66	185

*Time Loss Days (TL) – Days missed from work due to on the job injury*

Paid Loss Trend by School Year

<b>2016-17 School Year</b>	2015-16 School Year	2014-15 School Year	2013-14 School Year
<b>Incurred Loss</b>	Incurred Loss	Incurred Loss	Incurred Loss
<b>\$6,796</b>	\$146,809	\$165,636	\$292,137

4. Reviewed claims: *(Scott)*

- 8 new claims filed since August’s Safety Committee Meeting

New claims filed since August’s Safety Committee Meeting

Injury Date	TlDays	IncurredLoss	Description	Position	SchoolSite: Dept	BodyPart
9/30/16	0	\$0	stepd on socket wrench, rolld ankle	Custodian	Churchill HS	Ankle
9/28/16	0	\$0	hit head on wall	EA: 1 on 1	Edison/ESS	Brain
9/16/16	0	\$0	student blew horn close by	Teacher-Sub	Sheldon	Ear, Internal
9/9/16	0	\$145	fell on knee	Teacher: SSD	Willagillespie	Knee
9/9/16	0	\$0	fell off ladder, injred arm	Office Staff	Sheldon	Arm, Lower
9/2/16	0	\$0	tripld/fell over box	Teacher	ECCO @ LCC	Wrist
9/1/16	0	\$0	hit head on cupbord	Office Staff	ECCO @ LCC	Head, Soft Tissue
8/29/16	0	\$184	shoveling, low back strain	Custodian	Churchill HS	Back, Lower

5. Custodial Safety Committee Meeting Review *(Eli)*

- All members were present for 9/29/16 meeting
- Discussed topics
  - Reviewed summer on the job injuries
    - Identified root causes of injuries
    - Identified injury prevention plans for injuries
  - Preparations for committee’s upcoming 10/14/16 annual OSHA Training at Roosevelt M.S.
    - Randi recommended District Safety Committee Members attend this training
  - Personal Protection Equipment (PPE) googledoc matrix to be created and shared with District Safety Committee Members. This spreadsheet will identify PPE to utilize for specific tasks such as leaf blowing, restroom cleaning, and handling concentrated chemicals.
  - Reel Cleaners
    - Long-term goal is to have Reel Cleaners, also known as touchless bathroom cleaners at each school.
    - Reel Cleaners are devices that use a wand that sprays cleaning solution to clean restroom toilets, sinks, walls, and floors. These devices eliminate manual scrubbing of restrooms which can help reduce the chance of injury or the severity of an injury.
    - Identified what PPE to have on when operating a Reel Cleaner

6. Self-Assessments *(Randi)*

- Committee reviewed the results, questions with answers including: “no” and “unknown” of a self-assessment questionnaire completed during September’s meeting. The purpose of this assessment is to evaluate the current committee’s operations, practices, guidelines, policies, procedures, and identify if any changes are recommended.

Questions reviewed include:

- Roles/Representation: Committee identified volunteer members, those who attend these meeting because it is part of their job description, and which departments/schools/group each member represents.
  - The goal is to have an equal number of employees and managers representing the District’s Safety Committee. The committee will work on adding members representing other departments, such as those with a high frequency of injuries.
  - Attendance: When a member is not able to make it to a district Safety Committee Meeting, it is recommended they have a staff member from their school/department, attend in their absence. If a member misses back to back Safety Committee Meetings during the school year, the Committee agreed that a discussion should start whether this person should remain a member or not. The chairperson will initiate this discussion with the absent member.

- Member Contact Information: Safety Committee Member's names, titles, and contact information is located on the 4J's website under Departments>Risk>Safety Committee  
*<http://www.4j.lane.edu/hr/safety-committee-minutes/safety-committee/>*
- Chair election: Members re-elected Randi to continue as Chair to represent and lead the committee
  - Chair elections to be determined annually.
- Member's term: Committee agreed for member's term duration to be 3 years.
  - Member's status to be evaluated at end of 3 year term.
- Access to minutes: Minutes are e-mailed to school/department secretaries who then post them on the site's main bulletin boards. Minutes are also available on 4J's website under Departments>Risk>Safety Committee  
*<http://www.4j.lane.edu/hr/safety-committee-minutes/safety-committee/>*
- Identifying/Addressing Hazards: Identifying and addressing hazards are documented during the Safety Office/Insurance Carrier's annual inspection and the Custodian's quarterly inspections.
  - Annual inspections reports include: pictures of identified hazards; recommendations to address the identified hazards; corrective action date and details
  - Quarterly inspection reports include: Checklist for General, Indoor Air Quality, Intercom System, Cafeteria, Custodial, Gymnasium, Auditorium, Classrooms, Playground, AED's, and a hazard identification/corrective action section to document date and details.
  - Committee agreed to basic steps for reporting and addressing identified hazards which include:
    1. Report safety issue to employee. For example, if hazard is identified in a classroom, the staff member should let the teacher know to address.
    2. Report safety issue to site administrator if hazard has not been addressed.
    3. Report safety issue to Safety Committee if hazard continues to be unresolved for an extended period of time.
- Response time: Committee agreed establishing a date after 30 days to be appropriate for responses from Management regarding safety committee related recommendations.