

Safety Committee Meeting

May 5, 2014

Members present: Andy Madura, Sherrie Small, Line Mulcahy, Rick McConkey, Dana McConkey, Kathy Wentworth, Shawne Hargis, Denise Stuart, Ted Bridge-Koenigsburg and Russ Moores.

Others present: Kathleen Beecher, Beth Stowell, MEMIC

Agenda:

- 1) Welcome/Member Check-in -
- 2) Student and staff injury reports - Reviewed student and staff injury reports. Incidents seem to be down.
- 3) Safety Contest Monthly Winners -
 - LRVC - Madelyn Litz, Lega Medcalf; Shut hallway door so no one would walk into it.
 - SES - Shelly Willey, Randa Viitala; fixed the lock on a paper cutter so no one would get cut.
 - CO - Amanda Fusco, Julie Ridlon; shut file cabinet drawer so no one would trip over it
 - Transp - Scott Gilbert, Shelly Watson; cleaning a spill in break room
 - LRHS -
 - LRMS - Cynthia Worcester, Alicia Stone
 - SLS - Doug Elder, Robin Greely; helped Mrs. Greely with heavy item
 - SBES - Liz Shane, Lucy Saunders-kish; using a ladder to hang student work
 - CRACEC - Dana McConkey, Elaine Rowe; using eye and ear muff
 - Special Ed - Maureen Quinn, Lisa Caron; using a step stool and taking off high heels

June meeting is last drawing, and final drawing. How do we want to announce it? Do we want to make any changes to the poster? Do we want to change the monthly prize? Add a pie chart to the poster of staff and student numbers? Change up the ways to be caught, add Material Handling and proper body techniques. Beth Stowell will bring back employee injury trends at the next meeting.

Ideas: Maybe lanyards and Dunkin for duplicate winners.

Are we going to have a new target area for next year? In the past, we have done distracted driving, ergonomics and slips. Student to Staff injuries are huge, it would be great to be able work on this. We would need the Special Ed Director to come to a meeting and explain to and work with the committee.

The Committee will work together to run the numbers. Look at the top 5 student and staff injuries.

Come up with a list of "Behaviors that are expected within this school dept" and put it in the handbook for new employees.

- 4) Employee Training/Opening Day Presentations August 2014 - Beth Stowell has some suggestions of some changes to the new employee handbook.
- 5) Ergonomics Policy - The Committee will work with Beth Stowell to come up with a policy to address ergonomics and how we want the district to move forward as far as chairs, headsets, adjustable desks etc. Andy, Beth and Sherrie will work on bringing a sample policy to the next meeting.

6) Other - Beth Stowell suggested that the Safety Committee should have goals and objectives. And that the Committee makes certain suggestions to the Leadership Team.

Adjourned at 4:25 pm

Next Meeting, June 2, 3:30 pm at CO

Safety Website: safety.lakeregionschools.org