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## **Employee Safety Committee Meeting Report**

Meeting date: February 17, 2021	Time: 3:45 p.m.	Place: Riley Creek Elementary Primary Wing and Bus Garage
Membership present: Dana Newdall, Tim Wilson, David Doubrava (excused)	Recorder: Tim Wilson	
<b>Old business - Action items completed</b> No old business		
<b>Action items not completed</b> 1. None		
<b>New business</b> – Review of Employees Incident(s) 1. There was one incident reported. An employee was lifting an item and aggravated a pre-existing shoulder injury. There was no loss of work time.		
<b>New action items</b> 1. <u>Safety Compliance Tour of Riley Creek Elementary School Primary Wing and District Bus Garage</u> Overall, the buildings were in excellent shape from a safety perspective. Over the past three years, the committee has observed continuous improvement and awareness levels. Custodial staff has been quick to respond to issues. 2. With that said, a new focus of the committee is to expand its observations to COVID-related interventions such as presence of hand sanitizer, disinfectant wipes and spray bottles with cleanser. In addition, the Committee made observations for air ventilation in all work areas.		
Main Office – Slight ripple in carpet needs to be addressed; Address retracting metal door in office as it is difficult to close. Room 7 – OK Room 8 – Add cord cover over power cords near teacher desk. Room 9 – OK Room 10 – OK Room 12 – OK Room 13 – OK Room 14 – OK Room 15 – OK  Bus Garage - OK		
<b>Other committee remarks:</b> 1. Meeting schedule will be third Thursday of the month at 3:30 p.m. as follows: April 20 – High School May 18 – Riley Creek Primary Wing and Bus Garage March 16, June 15 – Riley Creek		
Next meeting date: March 16, 2021	Time: 3:45 p.m.	Place: Riley Creek Intermediate Wing and Middle School