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## **Employee Safety Committee Meeting Report**

Meeting date: December 15, 2020	Time: 3:45 p.m.	Place: Riley Creek
Membership present: Dana Newdall, Tim Wilson (Dave Doubrava-excused)		Recorder: Tim Wilson
<b>Old business - Action items completed</b> No old business		
<b>Action items not completed</b> <b>1.</b>		
<b>New business – Review of Employees Incident(s)</b> <ol style="list-style-type: none"> <li>There was one incident reported in the past month. An employee slipped while delivering meals, sustaining an injury that resulted in no lost work time. The employee was reassigned to another task until completely healed.</li> <li>The OSHA COVID-19 Workplace Exposure Risk Assessment (ERA) and Infection Control Plan (ICP) were reviewed. These materials were reviewed with all District staff during a Zoom meeting on December 11, 2020. The meeting was recorded to allow those who missed the meeting to watch it. Employees were asked to sign a roster acknowledging their presence at the meeting.</li> </ol>		
<ul style="list-style-type: none"> <li><b>New action items</b></li> <li><u>Safety Compliance Tour of Riley Creek Intermediate and Middle School Wings.</u> Overall, the building was 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.</li> <li>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. The District expectation is that all classrooms, offices and common areas will have appropriate cleaning and disinfecting supplies on hand. Report any needs to the campus office or custodial staff. This month the committee added ventilation checks to the review.</li> <li>Room 24 – OK</li> <li>Room 25 – OK</li> <li>Room 26 – Replace window screen.</li> <li>Room 27 – Repair/replace window.</li> <li>Room 28 – Provide floor cord cover for electrical cords to prevent tripping.</li> <li>Room 29 – Replace window screen and add floor cord cover.</li> <li>Room 30 – OK</li> <li>Room 31 – OK</li> <li>Room 32 – OK</li> <li>Room 33 – OK</li> <li>Room 34 – OK</li> <li>Room 35 – OK;</li> <li>Room 50 – OK</li> <li>Room 51 – OK</li> <li>Room 52 – OK</li> <li>Room 53 – OK</li> <li>Room 54 – OK</li> <li>Room 55 – OK</li> <li>Room 56 – OK</li> <li>Room 57 – OK</li> <li>Library – OK</li> <li>Gym – Need to order padding for front edge of stage during activities.</li> <li>Music – OK - New carpet was installed throughout the entire room in November.</li> </ul>		
<ul style="list-style-type: none"> <li><b>Other committee remarks:</b></li> <li>Meeting schedule will be third Thursday of the month at 3:30 p.m. as follows: <ul style="list-style-type: none"> <li>January 19, April 20 – High School</li> <li>February 16, May 18 – Riley Creek Primary Wing and Bus Garage</li> <li>March 16, June 15 – Riley Creek Intermediate and Middle School Wings</li> </ul> </li> </ul>		
Next meeting date: January 19, 2021	Time: 3:45 p.m.	Place: Gold Beach High School

