

**Central Safety Minutes
October 23, 2019
BBE Cafeteria**

In attendance: Leland Bliss, Patty Martin, Michelle Williams, Rob Bonner, David Graham, Tonya Howard and Sean Corrigan.

Absent: Beth Lampert

1.0

Meeting called to order at 10:00 a.m., minutes from the September 2019 was read. Leland made a motion to approve the minutes and Patty seconded the motion. Motion passed with a unanimous vote.

Incidents for the past month:

No Incidents reported.

2.0 Old Business:

Maintenance Shop, High School, Paulina and Brothers Quarterly Inspections are due - Tonya will send an email reminder out.

Patty completed BBE office windows and she will order dispensers for the restrooms.

3.0 New Business:

Next Central Safety Meeting venue is at the Facilities office at 10:00 a.m.

Standard Response Protocol Posters – Posters need to be up at every site.

Dan Peterson training for Quarterly Inspections - Leland will get with him to train him.

Quarterly Inspections:

BBE:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	W. exit doors in gym need to be cleared and the drain plug in the hall by library needs to be raised.	
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	No issues found	
<u>Chemical:</u>	Hand sanitizer found	
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	Items stacked to close to the sprinkler heads in file room in the office. Standard Response Protocol Posters needed in some classrooms.	

D.O.:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	Aisle – early learning center storage room.	None taken
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	No issues found	
<u>Chemical:</u>	No issues found	
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	No issues found	

CCMS:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	Stairs had item/clothing on them	Items/clothing removed and swept
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	Two classroom panels blocked	Unblocked 36" clearance
<u>Chemical:</u>	Spray bottles that had improper labels	Replaced with proper-labeled bottles
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	Substantial required	None taken
<u>Unsafe Behaviors:</u>	Hose left out across the sidewalk	Removed the hose
<u>Area Specific Hazards:</u>	No issues found	

Warehouse:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	No issues found	
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	Circuits are hard to read and no GFCI REQ. on east end of dock outlet.	
<u>Chemical:</u>	MSDS is at Transportation.	
<u>Environmental:</u>	Test DB levels on REFR. Compressor	Work order on db. Levels
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	No issues found	

Transportation:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	No issues found	
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	No issues found	
<u>Chemical:</u>	Secondary spray bottles need to be marked.	
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	No issues found	

Pioneer South Complex:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	No issues found	
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	No issues found	
<u>Chemical:</u>	Tile adhesive in hall closet, TLC hallway top shelf (Door was not locked). Room 16 – under sink has tide pods, Clorox, shaving cream, disinfectant solution, starch, rubbing alcohol. Room 17 - under sink has unmarked spray bottle with liquid in it.	None taken
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	No issues found	

Maintenance:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	No issues found	
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	Move counter tops	
<u>Chemical:</u>	No issues found	
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	No issues found	

Paulina:

Items Needing Attention	Deficiencies Noted	Action Taken
<u>Walking and Work Surfaces:</u>	Tripping hazard in red modular. Cord to projector is under area rug.	Rerouted a longer cord along wall to projector.
<u>Machinery:</u>	No issues found	
<u>Electrical:</u>	No issues found	
<u>Chemical:</u>	Hand Sanitizer	Removed and discarded.
<u>Environmental:</u>	No issues found	
<u>Ergonomics:</u>	No issues found	
<u>Unsafe Behaviors:</u>	No issues found	
<u>Area Specific Hazards:</u>	No issues found	

4.0 Safety Concerns:

Transportation - The front middle shop door will not stop when closing. You are supposed to hold the down button until it is closed, but if you take your finger off the button it continues to close.

BBE - Patty needs Labels.

CCMS - Crossing guard needed at 2nd and Knowledge and at 3rd and Knowledge - Leland will talk to an SRO.

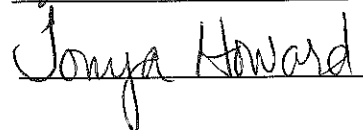
5.0 New Business:

Leland will schedule a Power Point training for new building inspectors.

Next meeting set for November 27, 2019 at 10:00 a.m. at the Facilities Office.

Meeting adjourned at 10:37 a.m.

 Leland Bliss, Safety Officer

 Tonya Howard, Secretary