**YAMHILL-CARLTON SCHOOL DISTRICT**

**Safety Committee Meeting Minutes**

**Date: 2/2/2024**

**Members: Present:**

Chairman: Matt Wiles **X YES ❏ NO**

Facility Manager: Ian Barr **❏** **YES X NO**

YCSD Staff: Jenifer Tuning **X YES ❏ NO**

YCSD Staff: Tony Cicorica X **YES ❏ NO**

School Nurse: Leanna Smith **❏ YES X NO**

**AGENDA MINUTES**

| **❏ AED Check ins:** | * Jenifer Tuning checked 2/2. Green lights on, and pads in place. |
| --- | --- |
| **❏ Recommendations completed since last meeting:** | * Wires taken care of in Tony’s room * Gym doors fixed * Morning doors being closed * School wide safety: speakers working properly, fencing gong up. |
| **❏ New Recommendations** | * Hazardous Material disposal (bloody tissues) -review procedures. **Have Leanna review at staff meeting** * Review with staff about injury reports and contacting parents.  **Have leanna review at staff meeting** * Closing gates in hallways after school * School wide window and door check before leaving campus |
| **❏ Incident/Accident Reports, Reviews and Recommendations:** | * Team reviewed incident reports from 11/30-2/1 * Address PE injuries with PE teachers * Work request put in for bathroom door metal |
| **❏ WorkPlace Safety Inspection Review:** | * Playground rebars exposed- check with Ian |
| **❏ Next Meeting:** | **3/6/2024 3pm Matt Wiles office** |

**Just a reminder...**

* ACCIDENT/INCIDENT FORMS for students MUST BE filled out completely.
  + *description of injury*
  + *type of first aid provided*
  + *Were Parant(s) /Guardian(s) contacted*
* All completed student and staff accident/incident/action forms must be sent to:

**Jenifer Tuning, Leanna Smith and** [Julie Warner](mailto:warnerj@ycschools.org)