



Canon-McMillan School District
Safety Committee

Meeting Minutes

Date: November 16, 2022

Location: Wylandville Elementary School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:04 a.m.

II. Roll Call

Scott Chambers	Jurdon Maier	Ron Totterdale
Debbie Grebeck	Tim McCullough	Shannon Balch
Karl Herald	John Pape	April Lowden
Michael Kelley	Neil Stewart	

III. Approval of the Minutes from the October 27, 2022 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the October 27, 2022 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Herald and seconded by Mr. Pape. All in favor -11; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough reported that the District has been working with Encova regarding return to work initiatives. These provide our employees with the best services after a workers comp incident with the goal of getting them back on their feet and back to work as soon as possible.

Mr. McCullough noted that the number of employee COVID incidents have been declining recently. Mr. Chambers commented that there have been no recent changes to the District's health and safety plan and that it seems to be working well. He also noted that there have been no changes to the mitigation plans at the federal and state level.

Mr. McCullough addressed the issue of the approaching winter weather and the possibility of slips, trips and falls. He noted that HR will be sending out information to all staff regarding winter weather tips and safety measures. He also noted that custodians, in particular, need to be aware of how to safely operate snow removal equipment, stay within their physical limitations and ask for help when needed.

V. Open Issues

Mr. Maier reported that there was nothing outstanding from the previous work order list at the high school. There were a few minor issues that were discovered during the tour of the Hills-Hendersonville building (after the last Safety Committee meeting) but these were taken care of while on-site so no work orders needed to be generated.

VI. Old Business

Mr. McCullough reviewed the 2022-23 Safety Committee Member List and Meeting Schedule with the committee members present. No changes were noted. A motion to approve the Member List and Meeting Schedule was made by Mr. Maier and seconded by Mr. Pape. All members present were in favor. Ms. Grebeck will email copies of these documents to all Safety Committee members.

VII. New Business

Mr. McCullough noted no new business.

VIII. Review of Work Related Incidents since the last meeting and corrective actions taken

Ms. Grebeck reported that there were 5 incidents since the last meeting. Of these, 4 were related to special education and 1 was for another reason.

- A. Ms. Grebeck explained that the specific details of incidents directly related to special education are not discussed during the general Safety Committee meetings due to student confidentiality. Mr. McCullough noted that HR looks at each incident report that is related to special education to see if there are any recurrences and/or the severity of injuries sustained. If there are trends or concerns, HR brings this to the attention of the Director of Special Education for further evaluation and follow up. The safety and security of the staff and students is always the primary focus.

- B. A teacher was getting a Halloween sign down from the top shelf of a closet in the classroom. When she pulled on the sign, it knocked an iron off of the shelf which struck her on the right side of her forehead. She waited 3 days to report the incident and subsequently sought medical attention from urgent care for her symptoms. No further medical follow up was planned and there was no loss of work time. Corrective actions: store heavy items on lower shelves, ask for help when removing items from top shelves.

IX. Round Table

Wylandville School Representatives: Ms. Balch noted that some of the paver bricks leading to the ramp for the new trailer are uneven and someone may trip if they are not careful. Mr. Maier noted that there is a work order in for that repair.

Ms. Lowden reported that the ramp to the new trailer becomes slippery when it rains. Mr. Maier noted that there are individual skid pads in place now but they may need to be replaced with a different material similar to what was used at Hills-Hendersonville Elementary.

Technology: Mr. Kelley noted no issues.

Mechanics: Mr. Stewart noted that an air exchange unit in the garage area recently broke. The unit provides an exchange of clean air when the doors are closed. They have looked into obtaining new parts to repair the unit but can't find any due to the current parts shortage. Mr. Maier noted that these units are costly to replace. They will continue to look into options to resolve the problem.

Transportation: Mr. Pape noted no issues.

Maintenance: Mr. Totterdale noted no issues.

Support Facility: Mr. Maier and Mr. Herald noted no issues. Their departments are getting ready for the winter season. Mr. Maier commented that the middle school furniture, that is currently being stored at the bus garage, will be moved out on Monday or Tuesday. This will allow the buses to return to the garage just in time for inclement weather.

Mr. Maier reported that there are plans for the transportation vans to be relocated from the stadium to the support facility where they will be housed under cover (carports). This should help to prevent driver slips and falls as well as issues with drivers needing to clean the tops of vehicles when it snows.

Mr. McCullough commented that until approximately 3 years ago, custodians and maintenance personnel were still lifting bags of ice melt/salt to clean parking lots and sidewalks. There is now machinery in place to do this work and decrease incidents of back strain/injury.

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X. Suggestion Box

Mr. Chambers noted that there was nothing in the suggestion box. He did report that Mr. Daniels had recently attended a training provided by the FBI about cyber security and that the virtual risks are greater than we imagine. Mr. Chambers noted that Mr. Heckman (Director of Technology) may provide training to all staff regarding cyber security in the future.

XI. Adjournment

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Herald and seconded by Mr. Pape. The meeting was adjourned at 10:26 a.m. followed by an inspection of the building led by Ms. Balch.