

YAMHILL-CARLTON SCHOOL DISTRICT

Safety Committee Meeting Minutes

Date: 10/3/2023

Members:

Administrator: B. Post
YCHS Staff: Leanne Smith
YCHS Staff: Alicia Rigamonti
YCHS Staff: Barbie Wood

Present:

X YES NO
X YES NO
X YES NO
X YES NO

AGENDA

MINUTES

<p><input type="checkbox"/> AED Check-ins:</p> <p><input type="checkbox"/> Fire extinguishers</p>	<ul style="list-style-type: none">• All Green Lights• Tiger Dome should have children pads. -Leanna will investigate pricing and talk to Maureen.• Barbie checks on them frequently
<p><input type="checkbox"/> Building Issues</p>	<ul style="list-style-type: none">• Back school exit by ceramic room stairs condemned.• Team concerned of bottleneck during an evac. situation.• Students speeding through Tiger Lane . Should not be going that way.• Team would like more announcements and signage to prevent this.
<p><input type="checkbox"/> Workplace Safety Inspections/ Walkthroughs.</p>	<ul style="list-style-type: none">• The team would like to email all staff to document safety issues in their respected areas each quarter.• This should suffice a quarterly walk through.

<p>New Business:</p>	
<p><input type="checkbox"/> Incident/Accident Reports, Reviews, and Recommendations:</p>	<ul style="list-style-type: none"> ● The committee received 6 , 2 concussions, and incident reports. ● Committee would like all staff to know that if an incident report is filled out, parents/guardians should always be notified. ● Leanne Smith would like us to use the updated accident forms that she created last year.
<p><input type="checkbox"/> Next Meeting:</p>	<p>The team agreed to meet again on the first Tuesday of each month. Next meeting in November 7th</p>

Just a reminder...

- ACCIDENT/INCIDENT FORMS for students **MUST** BE filled out completely within 24 hrs.
- This is the link to the updated form to be used.
<https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox?projector=1>
 - *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 Allie Rigamonti, Julie Warner at the District Office and copy Leanna Smith.