

**YAMHILL-CARLTON SCHOOL DISTRICT  
Safety Committee Meeting Minutes**

**Date: 9/28/2022**

**Members:**

Chairman: Brad Post  
 Facility Manager: Ian Barr  
 YCSD Staff: Esther Jensen  
 YCSD Staff: Cindy Roberts  
 District Administrator: Tammi Zigler  
 YCSD Staff: Barbie Wood  
 District Nurse: Leanna Smith  
 WHA INSURANCE Stephanie Kunce  
 Nathan Cortez

**Present:**

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

**AGENDA**

**MINUTES**

<input type="checkbox"/> <b>AED Check ins:</b>	<ul style="list-style-type: none"> <li>● All lights at all YCSD locations are reporting</li> <li>● BP to check in with YCES</li> <li>● TZ- would like documentation that shows AED life expectancy and equipment that is checked and documented.</li> <li>● BP to create a document to suffice.</li> </ul>
<input type="checkbox"/> <b>Welcome /Introductions</b>	<p>Team introduced themselves.</p>
<input type="checkbox"/> <b>Campus Reports</b>	<p>YCES- BP checking with Cindy.          YCIS- Hazard reported by YCIS playground where sand was used to fill a hole.          Potential tripping hazard in the courtyard.          YCHS- Leaking sink</p>

<input type="checkbox"/> <b>Q1 Workplace Safety Inspections/ Walkthroughs .</b>	<ul style="list-style-type: none"> <li>● The team will “divide and conquer to complete Q1 Safety Inspections on or before 10/28/22.</li> </ul>
<input type="checkbox"/> <b>Incident/Accident Reports, Reviews and Recommendations:</b>	<ul style="list-style-type: none"> <li>● The committee reviewed 11 incident reports.</li> <li>● Committee would like all staff to know that if an incident report is filled out, parents/guardians should always be notified.</li> </ul>
<input type="checkbox"/> <b>Next Meeting:</b>	<p><b>The team agreed to meet again on October 26 th 2022; 7:30AM, YCHS/Staff Room</b></p>

**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 Tina Vertner at the District Office and Brad Post at YCHS.