

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

Location: YCES Conference Room or Dallas Office

Date: 12/6/23

MEMBERS	PRESENT	
YCES Principal: Amanda Dallas	Yes	No
YCES Custodial/Grounds Maintenance: Dylan Schiesl	Yes	No
YCES Office Staff: Kelli Fletcher	Yes	No
YCES Classified Staff: Sherri Nauman	Yes	No
YCES Certified Staff: Fallon Hepp	Yes	No

AGENDA	MINUTES
<input type="checkbox"/> Q1/Q2 Workspace Safety Inspection/Walkthroughs:	<ul style="list-style-type: none"> • Double door not operating right. Has been fixed. •
<input type="checkbox"/> AED Check ins:	<ul style="list-style-type: none"> • NA
<input type="checkbox"/> Fire Extinguishers:	<ul style="list-style-type: none"> • NA
<input type="checkbox"/> Campus Report:	<ul style="list-style-type: none"> • Smoke smell in lower bathroom. Vents were cleaned and replaced. Heater replacement has been ordered.
<input type="checkbox"/> Incident/Accident Reports, Reviews and Recommendations:	<ul style="list-style-type: none"> • Adults: check suction on vacuum, remind adults of recess expectations. • Students: all recess accidents (hoola hoops, jump rope, monkey bars).
<input type="checkbox"/> Next Meeting:	

Just a reminder...

- ACCIDENT/INCIDENT FORMS for students **MUST** BE filled out completely.

- *description of injury*
- *type of first aid provided*

○ ***Were Parent(s) /Guardian(s) contacted***

- All completed student accident/incident/action forms must be sent to Leanna and Amanda. All completed staff accident/incident/action forms must be sent to John and Amanda.