

# YAMHILL-CARLTON SCHOOL DISTRICT

## Safety Committee Meeting Minutes

Date: 3/6/2024

**Members:**

Administrator: B. Post  
YCHS Staff: Leanne Smith  
YCHS Staff: Alicia Rigamonti  
YCHS Staff: Barbie Wood  
Alliance Academy Vicki Bernstein

**Present:**

YES  
YES  
YES  
NO  
YES

### AGENDA

### MINUTES

<input type="checkbox"/> <b>AED Check-ins:</b>  <input type="checkbox"/> <b>Fire extinguishers</b>	<ul style="list-style-type: none"><li>• All Green Lights</li><li>• New AED Pads have been installed</li> <li>• Barbie checks on them frequently</li></ul>
<input type="checkbox"/> <b>Building Issues</b>	<ul style="list-style-type: none"><li>• Discussed gates</li><li>• Back stairs.. Several students walked out to the condemned stairs during the last fire drill.</li><li>• ADA bottom door still broke.</li></ul>
<input type="checkbox"/> Workplace Safety Inspections/ Walkthroughs.	<ul style="list-style-type: none"><li>• BP to schedule with Nathan for end of MArch</li></ul>

<p><b>New Business:</b></p>	<ul style="list-style-type: none"> <li>● Leanne and Joe got together and discussed food labeling and allergies.</li> <li>● Accident report filing process with District.</li> <li>● Safety Walk through for high school</li> <li>● CPR Classes can be done through Esther Jensen. Getting pricing and dates. TBD</li> </ul>
<p><input type="checkbox"/> <b>Incident/Accident Reports, Reviews, and Recommendations:</b></p>	<ul style="list-style-type: none"> <li>● 3</li> <li>● Committee would like all staff to know that if an accident report is filled out, parents/guardians should always be notified.</li> <li>● Leanne Smith would like us to use the updated accident forms that she created last year.</li> </ul>
<p><input type="checkbox"/> <b>Next Meeting:</b></p>	<p><b>April 10th</b></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.