WEST LINN-WILSONVILLE SCHOOL DISTRICT
DEPARTMENT OF OPERATIONS
2755 SW Borland Rd, Tualatin, OR 97062
503.673.7995

District Safety Committee – Employee Safety Meeting

Thursday, December 18, 2025; 7:00 AM, WLWVSD via Microsoft Teams

A. ATTENDEES:

Name	Location/Title	Present	Absent
Jeff Chambers	Director of Operations	X	
Officer John Rimington	West Linn HS, SRO	X	
Officer Zach Keirsey	Wilsonville HS, SRO		X
Jared Hayes	OSEA Representative	X	
Jessica Lambert	OSEA Representative	X	
Jeremy Nichols	Safety & Transportation Supervisor	X	
Darlene Wilmes	Environmental Technician	X	
Karen Pyeatt	District Nurse	X	
Mindy Schmitz	Community Services Coordinator	X	
Shyla Waldern	Director of Human Resources	X	
Andre Abraham	WWEA Representative	X	
Sue Bynum	WWEA Representative	X	

B. MINUTES REVIEW:

The minutes from all meetings are available on the website: http://www.wlwv.k12.or.us/Page/16137

C. EMPLOYEE SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Injury Reports **7.16.2025** ● There were two incident reports reviewed and the root causes were identified. Use of proper PPE use will be discussed at Safety Training on 7/31/25 & 8/1/25. **8.20.2025** ● The committee reviewed two incident reports. An injury occurred during a practice on a turf field. The root cause was not identified in this case. Accidents do happen. The second incident took place while an employee was moving furniture. Custodial staff will be reminded to utilize tools put in place for moving large pieces of furniture. ● Incident Reports will be added to Employee Safety action items. **9.17.2025** ● Incident Reports will now be referred to as Injury Reports, and the committee will maintain its role in reviewing them. ● Seven Injury reports were reviewed. Two incidents included stings from bees and hornets. Yellow jackets are a problem on primary school playgrounds. District grounds crews are quick to respond to spray and dig to get rid of the yellow jackets and hornets. Cooler weather will help solve this issue. ● There was an incident with an employee using a paper cutter. The injury wasn't caused by malfunction of the equipment. As a precaution the paper cutter has been taken out of service and replaced with a new style. Further communication on paper cutter safety will go out to staff. ● Employee passed out, possibly related to the hot weather. There are OSHA guidelines on heat. Jeremy will follow up with the school principal to make sure playground duty includes access to shaded areas. Staying hydrated in hot temperatures is also recommended. References will be sent out on heat safety. ● Ops team has followed up with employee who received an injury while replacing irrigation. Employee is back at work. ● A lift gate was malfunctioning and caused a back strain. Lift gate repairs have been made. ● Maintenance staff will be checking on a tree root protruding up from the grass that caused an employee to fall. There will be follow up to see what kind of shoes were worn when this injury occurred. **10.15.2025** • The committee reviewed seven injury reports. An injury occurred with a paper cutter. Wearing gloves when removing broken equipment is best practice. • Soccer ball to face injury occurred in a gym. A conversation where activities should take place will happen. • An employee reported carpal tunnel in wrist. Some ergonomic changes can be made. A follow up with the employee's supervisor will happen to find what is needed. • An employee was injured by a blackberry thorn. Gloves were not worn in this instance. Proper PPE equipment is available for employees to use. • Employee slipped and fell from a puddle inside a staff restroom. Wet floor sign could have prevented this from happening. • Fall from chair occurred when an employee's foot slipped on the floor. There were no tripping hazards near the chair in this instance. • A cut to a finger happened when an employee was using a knife to slice food in a school kitchen. Cutting gloves were not worn in this instance. PPE is available and ready to use to prevent this from happening. • All student involved reports go directly to the Director of HR. **11.19.2025**	*Jeff Chambers, Jeremy Nichols & Shyla Waldern*	*Ongoing*

• An employee tripped on stairs and fell. This was addressed right away my supervisors. The maintenance team is evaluating options to improve visibility by applying different types of red tape on staircases, ensuring clearer visual cues for individuals walking down. • An employee tripped in the back of a freezer while carrying a box of food. The employee's visibility was obstructed contributing to the fall. Using a cart to transport food boxes could have reduced the risk and avoided the injury. • An employee received a hand burn from grabbing a hot baking sheet. The employee forgot to use a hot pad. • An employee sustained a finger injury while assisting with transferring a student out of a wheelchair. The wheelchair was a newer model and different from the previous one used, which led to unfamiliarity during the transfer. Preventative measures include the importance of slowing down during transfers to avoid rushed movements and getting any additional training needed to become familiar with different wheelchair models and safe transfer techniques. **12.18.2025** • An employee sustained a finger injury while interacting with a wrestling mat. Follow-up will be conducted to determine whether floor or service work is needed to prevent recurrence. • An employee tripped while walking up a set of stairs. The incident was not related to any safety issue with the stairs themselves. This serves as a reminder to encourage employees to slow down and remain attentive when moving through the building. • An employee grabbed a hot baking sheet and burned a spot on their hand. The employee forgot to use a hot pad. • An employee sustained a forehead injury while lifting an open box of frozen food to a higher shelf. Follow-up will determine whether storage practices or equipment adjustments are needed to prevent recurrence. • While walking through the school halls, an employee was accidentally bumped into by another employee. The impact was significant enough to cause a hard hit to the shoulder. Follow-up may be needed to remind staff to remain aware of surroundings and practice safe movement in shared spaces.		
Employee Safety Concerns **7.16.2025** • A new committee will form and we will update the roster to have representation from both Bargaining Units. Employees will be given information on how to report a safety concern. The items on the agenda will be employee specific and solutions will be found and recorded on the minutes. The minutes for Employee Safety will be separate from the monthly District Safety Committee minutes and the same committee will be present for both meetings. **8.20.2025** • The committee reviewed next steps to take to report an employee safety concern. and concluded that over reporting is always better than under reporting when it comes to safety. Staff will need to report safety concerns for proof of data. A documentation process will be started. **9.17.2025** • District employees will soon have a dedicated Google Form on the district website to report safety concerns. Until the form is available, safety issues should be reported to Jeremy, Union representatives or building administration. Principals will be informed prior to sending out a communication to all staff regarding the new form. Student safety will be reported to the Student Services Department or building administration. • Should near misses or close calls be reported? Yes, reporting near misses and close calls is essential. These incidents provide valuable insight into potential hazards and can help prevent future accidents. By documenting	*Jeremy Nichols*	*Ongoing*

them, Operations administration can proactively identify and address safety concerns before they escalate. Further discussion will take place at DSLT meetings.

10.15.2025

- The Google Form is now available to use. Principals were briefed on the new form that will take the place of the older form used for safety concerns.
- Should fire doors be closed during the school day? The doors are too heavy for students to open. This is a building decision and Jeremy will connect with principals at schools where this is a concern.
- There are areas of extreme heat and other areas of extreme cold at Boones Ferry. Over the past few months there were many hot days that occurred and HVAC staff work hard to regulate the temperatures in buildings.
- Not having enough keys to a building is a safety concern. If teaching staff are outside with their class and get locked out, they have to go to the front entry of the school to get back in the building. Operations reported that all buildings have been rekeyed and every teacher gets a teacher key and a key to the front door. Employees can check out a key from the key box during the day. Key access at some sites is more challenging than others due to checked out keys not returned after using one for recess duty. Each school office has been given a small number of extra keys in case one is needed.

11.19.2025

- More bark mulch is needed in the area beneath the swings at Trillium Creek. A maintenance work order should be submitted to resolve the issue.
- A classroom door at Wilsonville High School fails to latch consistently when closed. A maintenance work order should be submitted to resolve the issue.
- Next to West Linn High School, on the T intersection with W. A St. and Skyline Dr., drivers often run the stop sign. It is very dangerous, during busy times. West Linn police could assign an officer for traffic enforcement during morning arrival. Additionally, a marked crosswalk with flashing lights is located adjacent to the student parking lot on Skyline Dr.
- Employee safety concerns that involve students are sent to building administrators and Student Services.

12.18.2025

- Bark mulch has been added beneath the swings at Trillium Creek and a correspondence email has been sent.
- The classroom door at WHS has been fixed. A response to this concern has been sent.
- There's been more presence of WLPD at W. A St. and Skyline. This topic is also a school safety concern and will be brought forward to the City of West Linn.
- The double doors entering the Aux gym at Meridian Creek cannot be locked. Since gyms aren't used during lockdown drills, this does not present a safety risk. Last spring, a different locking system was installed in the MCMS locker rooms. The Operations team will investigate the mechanical issue further and provide a response to the staff member who reported the concern.
- Two replacement wooden pieces within the gutter grate are rotting on the North entrance sidewalk at Trillium Creek. A work order has been submitted and maintenance will get this fixed.
- Spots of dried blood have been observed on the gym floors at Boones Ferry. The Wellness teacher reports noticing this in the mornings, likely resulting from evening community rentals. In addition, groups are using multiple restrooms that remain unclean due to custodial staffing shortages. Communication will be sent to organizations using the gyms, instructing them to notify custodial staff when such issues occur. The district will also

explore alternative methods for rental groups to contact building staff during evening use.		
OSHA Training **9.17.2025** • District Safety Committee members are expected to complete the following required online training sessions: **Accident Investigation & Hazard Identification & Control**. Once training is completed, members are to notify Jeremy and records will be updated. **10.15.2025** • Committee members will send certificates to Jeremy when OSHA training is completed. Completion dates will be recorded on a Google sheet. **11.19.2025** • Some committee members have not completed the OSHA training. **12/18/2025** • All Safety Committee members have completed the OSHA training.	*Jeremy Nichols*	*Completed*

NEW EMPLOYEE SAFETY ISSUES/DISCUSSION:

1.
2.

D. DISTRICT SAFETY EXISTING ITEMS:

	Responsible Party	Status (Due by)
Safety, Security, and Technology Upgrades/Safe and Welcoming Schools **7.16.2025** • West Linn High School is the last school to be rekeyed and the project is completed. • Officer Keirsy attended the National SRO Conference and shared information the district can use to be better prepared for a lockdown. The items discussed were video surveillance monitoring, making sure the PA system heard from all areas of a building and having restroom doors in all restrooms. During an emergency lockdown it was also suggested that a district administrator off site be responsible for video monitoring. • The flowchart and EOP are currently being updated. **8.20.2025** • Information regarding the next bond was provided to the committee. A link to the 2025 Capital Bond is posted on the district website. **9.17.2025** • Proposed Capital Bond projects and upgrades are listed on the district website. Under Safety and Security – add site fencing at primary schools, access control at all schools, intrusion-limiting glass at all schools, emergency communication system upgrades and secure entryway additions at West Linn and Wilsonville High Schools. • Meetings have begun on access control and Rosemont outdoor restrooms are being used as a test site for card access. • West Linn High School has been rekeyed and key boxes have been installed. • A high-fidelity camera needs to be added to the front of Boeckman Creek and at the main intersection at Wilsonville High School. These two sites are noted as first to be upgraded. The demo period for the four cameras in place		

has been extended through November. The demo cameras are high-fidelity with AI capabilities. **10.15.2025** • On 10/13/25 school staff at Boones Ferry were alerted of a suspicious vehicle idling on campus near the Wood turf field. The district determined within a few minutes the vehicle was occupied by ICE (Immigration and Customs Enforcement) and agents were asked to leave district property, which they did. Local law enforcement was aware of the situation. Communication was sent out to families at Wood Middle School and Boones Ferry Primary School. The focus for the district is providing a safe and secure environment for students. **11.19.2025** • There is a meeting with local law enforcement officers today to get clarity of expectations around incidents involving ICE. • The 2025 Bond has passed. The new bond will provide funding to improve safety by upgrading security cameras and door locking systems. **12.18.2025** • Staff raised concerns regarding a recent medical hold at Wilsonville HS. The hold occurred during lunch, and students in the auditorium were unable to hear the announcement. In the band room, the teacher briefly stepped out, leaving students uncertain about the nature of the emergency. Auditoriums are not currently connected to the auto-lock FOB system. To improve communication, the district is installing an emergency lighting system aligned with Standard Response Protocols (SRP). Wilsonville HS is serving as the test site, with the goal of synchronizing emergency lights with PA announcements. Principals will receive guidance to ensure teachers instruct students on the new system. • The Bond team conducted interviews with Project Management firms this week and will soon select a firm to partner with for the duration of the bond program. • Mission-critical projects will be prioritized and addressed first.	*Jeff Chambers & Jeremy Nichols*	*Ongoing*
Lockdown Best Practices **12.18.2025** • West Linn High School conducted its third lockdown drill of the school year. Staff were notified in advance; however, advance notice is not always considered best practice for these exercises. • Additional guidance will be provided to principals to reinforce best practices for conducting lockdown drills.	*Jeremy Nichols*	*New*
Drills **7.16.2025** • Jeremy will be meeting with principals and affirming protocols for the 2025-26 school year. **8.20.2025** • Jeremy has met with 9 of 16 building Administrator staff and will continue these meetings into the Fall. • The Incident Command System (ICS) model is updated each year at the school level and we are currently in the process of updating the District Emergency Operations Plan (DEOP) ICS. **9.17.2025** • EOP meetings with principals have been completed. Evacuation protocols at Boones Ferry have been adjusted for earthquake drills. The grass fields in the back of the school will now be place to use in an evacuation. • All schools completed an emergency evacuation drill within the first 10 days of the school year. • High schools have started a new process for lockdowns drills. Police officers will walk through with administration staff and will be the ones opening doors.	*Jeremy Nichols*	*Ongoing*

• WLPD will perform Active Threat training at Athey Creek on 9/20 and 9/21. There will be a blurb in the Tidings on this topic as well as district communication sent out to the community. **10.15.2025** • There are no updates on drills. • The district held a First responders meeting with community partners. The discussion involved table top exercises on reunification. **11.19.2025** • There will be more involvement with WLPD during lockdown drills. **12.18.2025** • Officer Rimington and his team have participated in recent lockdown drills across West Linn schools. Their involvement has provided valuable support and reassurance to staff and students.		
Environmental Testing **7.16.2025** • There is no update on environmental testing. The Healthy and Safe Schools Plan will be sent to the School Board for approval. **8.20.2025** • Fire alarm testing is completed for the year. **9.17.2025** • The Environmental Technician member position is open on the District Safety Committee. • Upcoming water testing will be scheduled at three school sites this year. **10.15.2025** • The Environment Technician position has been filled. • Repairs for sprinkler systems are scheduled for November 10th. • The HASS plan and testing results are posted on the district website. **11.19.2025** • The wrestling room at WLHS recently experienced a mold issue caused by moisture underneath the mats. PBS Engineering and Environmental Inc. conducted air quality testing and confirmed the space is safe to use. As a precaution, the room will be thoroughly cleaned and a protective sealant will be applied to the floor. **12.18.2025** • PBS recommends retesting the WLHS wrestling room in January. • The district is in compliance with all Environmental testing at this time.	*Jeremy Nichols*	*Ongoing*

NEW DISTRICT SAFETY ISSUES/DISCUSSION:

1.
2.

NEXT MEETING: January 21, 2025 – via Microsoft Teams at 7:00 AM

***Meeting Minutes** were prepared by Mindy Schmitz (schmitzm@wlwv.k12.or.us). Please submit in writing any corrections to the West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise, the minutes will stand as reported.*