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

District Safety Committee – Employee Safety Minutes

June 17, 2026; 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
Andrea Waddell	OSEA Representative	X	
Jessica Lambert	OSEA Representative	X	
Jeremy Nichols	Safety & Transportation Supervisor	X	
	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 **3.18.2026** • While an employee was plugging in a set of lights, the prongs broke off inside the electrical outlet. The exposed prongs made contact with the employee's hand, resulting in an electrical shock that traveled up her arm. The receptacle was confirmed to be functioning properly, and the device's cord was discarded. • An employee cut the tip of a finger on the orange slicer. SAIF is assisting with additional injury prevention training. • An employee strained an arm muscle after attempting to sit in a chair that wasn't there. The employee applied ice immediately. **4.15.2026** • An employee fell while exiting through an Egress door. Egress doors are used for emergency evacuations. Jeremy will follow up with communication to building administrators. • An employee was looking at paperwork while walking down a staircase, missed the last step, and fell, resulting in a twisted ankle. There were no slip hazards involved. • While testing a heart rate monitor, an employee dropped to the ground to perform a burpee. Upon standing, they felt a sharp pain in their lower back. The discomfort increased and the area tightened throughout the day. A review of proper warm-up procedures is recommended. • An injury occurred when an employee twisted their ankle and fell on their knee. No action was taken. • An employee was running around a classroom to provide written feedback to students and tripped over a chair and bag. They fell and scraped their knee. Jeremy will follow up with communication about keeping pathways clear. • An employee rolled their ankle over Spring break then a student landed on employee's foot. The ankle was further injured while supporting a student who eloped from the playground. A review of wearing proper footwear is recommended to prevent further injury. **5.20.2026** • While walking in a classroom, the employee stepped on a door stopper, lost their balance, and fell. This was determined to be an accidental event. No further action was taken. • While using the stairs, the employee stumbled despite holding the railing and rolled their ankle. This was determined to be an accidental event, and no further action was taken. • While operating a district vehicle, the employee was stopped at a red light when the vehicle was rear-ended by another driver. The employee was not at fault for the accident and did not sustain any injuries. • While setting up equipment for a karaoke event, an employee tripped over a wire. As a result, the employee sustained a cut to their pinky finger and a bruised knee. Although the incident occurred during equipment setup, rubber cord covers are available at all buildings to help prevent such hazards. • While lifting a lunch table, an employee experienced pain in their wrist. The table was in good working condition, and staff are aware of the procedure to report any defective equipment. • An employee jammed their finger while putting away a cutting board. This was determined to be an accidental event, and no further action was taken. • While opening the stage wall, an employee's finger and knuckle were caught, resulting in injury. The Maintenance Supervisor will inspect the	*Jeff Chambers, Jeremy Nichols & Shyla Waldern*	*Ongoing*

	Responsible Party	Status (Due by)
wall to ensure it is in proper working condition to help prevent future incidents. **6.17.2026** • Four injury reports were reviewed. An employee was running and tripped; rolled ankle in response to helping a student. Nothing was found to be in the way of the employee who tripped. • An employee was injured when a handle gave way while moving a rack of chairs. Chair racks should be inspected on a regular basis. The Maintenance department is in the process of replacing broken chairs and racks. • An employee had bruised elbows after repairing the walls and trim that were damaged from ground water intrusion. Elbow pain has returned while repairing cabinets. PPE is always available to prevent injury at work. • An employee injured their thumb while cleaning an oven. There were no contributing factors in this incident.		
Employee Safety Concerns **3.18.2026** • The replacement part for the gutter grate hasn't been installed yet at Trillium Creek. Maintenance staff are working on completing this. • The traffic concern at W. A St. and Skyline is still being reviewed at the City of West Linn. • Two safety concerns were recently raised regarding incidents at Willamette Primary School. First, a section of raised cement has been identified as a tripping hazard. Second, the crosswalk at 6th and 12th continues to be an area of concern. Employees are encouraged to report all safety-related issues through the online Google form. For traffic-related concerns, there is also an option to request traffic enforcement at westlinnoregon.gov. Additional discussion will take place once the submitted concerns have been reviewed. **4.15.2026** • The gutter grate has been fixed at Trillium Creek. • Jeremy met with the City of West Linn Traffic Safety Committee, which determined that an additional flashing light will not be installed at W. A St. and Skyline because two nearby crosswalks already have this feature. Police will continue patrolling the area during high traffic times, and extra striping has been added on the downhill approach. We'll continue monitoring the situation. • Near Willamette Primary, at the intersection of 12th St. and 6th Ave., drivers frequently enter the crosswalk while pedestrians are still in it. Although periodic police monitoring improves driver behavior, the problem persists. Contributing factors include inadequate signage, limited visibility, increased traffic, and speeding around the curve. A former employee previously raised this concern with the city, but no changes were made. Could the city conduct a traffic study and consider installing a flashing crosswalk light at this location or at least improve signage to make the crossing more visible and safer for students and families? • The curb at the edge of the area filled with bark chips (the edge closest play structure and the exterior school doors) at Willamette Primary is not painted and is a regular tripping hazard for students and staff. The curb extends along the bark chips through the ramp that leads into the bark chip area. This issue was previously brought to the safety committee. A work order has been submitted to have that curb painted. • The curb on 6th Ave at the north end of the property, used for bus parking and a backup fire lane, also needs repainting. A work order has been submitted, but this has not been completed.	*Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
• Additionally, the curb along the east side of Willamette Primary property, by the playground gates, serves as the main student drop-off/pick-up zone. The paint in this area is also heavily worn. Clearer curb markings would improve visibility and help maintain safe traffic flow as student numbers increase next year. **5.20.2026** • Safety concerns at the intersection of 12th St. and 6th have been reported to the City of West Linn, and possible solutions are under discussion. • There are no coverings for the windows on the interior door or exterior door in the Choir room at Wood MS. Jeremy will assess whether blinds are needed and follow up with building administrators. • There is currently no safe method for loading choir risers onto the stage for performances at Wood MS. The current practice involves manually lifting the risers onto the stage, which has resulted in injuries in the past. Maintenance staff will further evaluate the situation to determine whether a ramp or alternative solution can be implemented to improve safety. **6.17.2026** • There is no update for the safety concerns at the intersection near Willamette PS. • When setting up risers at Wood MS, staff needs to call maintenance and ask for help. The risers are heavy and moving them is not a one-person job. • The covered area and concrete surface becomes extremely slippery in rainy weather; rain pours in from leaky gutters (rain pours down like waterfalls in several locations) and causes an unsafe play area for students. Playgrounds are inspected annually during the summer months, and building engineers conduct daily walkthroughs to identify potential safety concerns. When an item requires repair or maintenance, staff are encouraged to submit a work order to ensure the issue is documented and addressed promptly. • An anonymous complaint was submitted to OSHA, and an investigation was conducted on June 8th to determine roof safety at Stafford Primary. OSHA inspector has interviewed some of the maintenance staff. The district has implemented a roof access SOP for all maintenance employees to follow.		

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 **3.18.2026** • Maintenance staff are installing access control as a beta test at the District Office (DO) and the Operations Center (DOC). Access control cards will double as a credential and as entry into a building. This update will start at the DO and be installed during spring break.	*Jeff Chambers & Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
• Access Control will be expanded throughout the district. This project is expected to take five years. • The School Board has approved the selections for Architecture and Engineering services with Arcadis Architects for the 2025 Capital Bond Program. **4.15.2026** • Deputy Keircy informed the safety committee of Senior Assassin, a popular off-campus, student-organized elimination game where high school seniors "assassinate" assigned targets using water guns to win a cash prize, often lasting several days. While meant for fun, police warn that realistic-looking guns and intense stalking behavior can cause safety risks, public alarm, and potential criminal charges. District administrators are aware of this and will work with the principal at Wilsonville High School to send communication to parents regarding this topic. • Officer Rimington stated that this game has also been popular amongst West Linn High School seniors, but administrators have created strict rules where this game is not allowed in businesses or on school grounds. Parents have received communication from the principal at WLHS. • Employees who work out of the district office have received a new access control badge to enter the building, and the system is working well. If a badge is lost or stolen, maintenance has access to disable the badge as soon as they are notified. • A card reader has been installed at the district office downstairs at the Student Services entrance. **5.20.2026** • There are no new updates to report. **6.17.2026** • New surveillance camera equipment is being installed at Wilsonville High School.		
Standard Response Protocol **3.18.2026** • The district now has a reunification trailer that is fully stocked and ready to go for a reunification. **4.15.2026** • The reunification trailer is equipped with Starlink, a satellite high speed internet. • Each school building has a Go kit. These kits are primarily used for an on-site reunification. The Synergy app has capability to produce a school roster, but paper copies can also be used as a backup. **5.20.2026** • Some schools have been using the month of May to complete lockdown and earthquake drills. Beginning next year, this practice will change, with a recommendation that all lockdown and earthquake drills be completed by April. The requirement for fire drills will remain unchanged. **6.17.2026** • All schools have completed all drills for the 2025-26 school year.	*Jeremy Nichols*	*Ongoing*
Environmental Testing **3.18.2026** • Water testing is completed at Meridian Creek and Lowrie. Fixtures have been replaced where testing results were high. **4.15.2026** • Replacement fixtures were retested at Meridian Creek and Lowrie and results came back under the action limit. Water testing at Riverside High School will begin the week of 4/20/2026. **5.20.2026** • The retesting results for Lowrie and Meridian Creek were below the established action levels. Notification memos have been distributed, and the	*Jeremy Nichols*	*Ongoing*

	Responsible Party	Status (Due by)
results have been posted on the district website. maintenance staff. The has implemented a roof access SOP for all maintenance employees to follow • Partial results have been received for Riverside HS, and official results are still pending. Once finalized, these results will complete the current six-year testing cycle, with a new six-year cycle beginning next year. • The annual Healthy and Safe Schools Statement was presented to the Board on May 18, 2026. **6.17.2026** • Water testing results have been received for Riverside HS. Some fixtures were over the action limit and have been replaced. Retesting has concluded and the new results are under the action limit.		

NEW DISTRICT SAFETY ISSUES/DISCUSSION:

1.
2.

NEXT MEETING: July 15, 2026 – 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.*