

Safety Committee Meeting Minutes
Wednesday, March 28, 2018
Haltom High School Omni Room

Members in attendance: Rebecca Lynch, Suzy Compton, Nathan Frymark, Derek Hinton, Kathryn Humer, Patrice Morrison, Teresa Peters, Maria Salazar, Glenn Serviente, Shawn Serviente, William Shenko, David Smith, Jennifer Stevens, Jason Turner, Stephanie Wamsley, David Worley, Sharay Boynton, Candace Miller and EJ Eddings.

Nathan Frymark called the meeting to order at 4:30 p.m.

Nathan read the introduction page to the group.

The minutes from the January 17, 2018 meeting were passed out to the committee members. Jason Turner made a motion to accept the minutes as presented. David Smith seconded the motion. Minutes were approved.

The group reviewed the injury reports for January and February 2018. The group also reviewed the Claims comparison reports for 2016-17 and 2017-18. Overall the injuries went down this year compared to last year except for Professional injuries. The Worker's Comp Incurred Costs are down this year compared to last year.

An explanation of a Safety Inspection of Workplace was given to the group. Candace Miller pointed out the purpose of a Safety Inspection. The purpose of today's exercise is to get an idea of what it looks like from a safety standpoint. Sharay Boynton asked if safety assessments were being done at each campus. She also asked if the group saw any value of Safety Assessments being done at every location. How often should they be done?

Nathan then read to the group the purpose of a Safety Inspections and how to perform one. The Committee was divided into four teams. Each team took a different area of the school. The groups were given half hour to walk the campus areas. They were reminded this was a Mock Safety Inspection.

The Committee came back after their inspections to discuss their findings.

Team One reported that they found some issues in their areas; window locks were broken, cords were plugged into power strips that were chained together, saw a broken teacher chair, found a book shelf not attached to the wall, a rug was folded over on itself, some screens were not attached appropriately, several classrooms did not have evacuation maps posted, and one classroom had Christmas lights in the ceiling.

Team Two reported they found a bent rug, a projector cord dangling down, screens unlocked half way, holes in the grass due to irrigation.

Team Three reported they found fire ant mounds in the front yard of the school, the front walkway is crumbling apart, a mat was missing from the gym doors, erosion along the front of

the building which pests could get into, all the trees along the front of the building were touching the building. In the A hallway, the library computer lab had the door buzzer disconnected and just hanging in the doorway, old phone line boxes were loose and hanging, extension cords running along the floor where someone could trip. In the A hallway there were no exit signs above the doors. A couple of the classrooms had cracked seats on student chairs, pencils on the floor, cords in a pile on the floor, a missing pencil sharpener cover. The electric room closet looked good except for a paper manual laying on top of electric equipment.

Team Four reported that the Art room's windows may or may not be operable. Storage areas were not locked correctly and not enough storage. The wood shop also had inadequate storage, and many cords plugged into outlets. Dips in front yard, and a hole along front drive parking area.

Sharay asked again if there was any value in doing these kinds of walkthroughs. The group agreed they were very important for people who know what they are looking for. Would a survey be effective and would campus staff have time to do it? Each campus could possibly have a committee who does the walkthroughs and notes things that need to be fixed. Should be the same group of people. Maybe do the survey at the beginning or end of school year, possible middle year. Questions would need to be streamlined if we put a survey in place. These surveys would create a record of findings and help make sure everything is ok. Campuses would see what is causing accidents in their environment.

Suzy Compton added that some of the responsibility should fall on the employees assigned to the space. Employees should be held accountable for their space. Sharay Boynton asked who should be on the committees. William Shenko suggested campus committees formed with training from FM. Campuses would be policing themselves. A copy of their report finding should go to principal. The committee agreed this would not be a significant burden on a campus.

There was discussion on having these safety walks done at the beginning of each school year. Campuses would turn in big items that need to be addressed. October is the month the district identifies larger projects. Facilities Management would prioritize the projects. Have teachers submit a check sheet with expectations and accountability. Allow campuses to use what they already have in place. As long as it has these examples. Everyone needs to know we are doing this to lower the amount of accidents. We would need to drill into the committee members that we are looking for things to lower accidents and no other issues.

This is the last meeting for this school year.
The meeting adjourned at 6:00 pm.

Respectfully submitted,

Patrice Morrison