

Safety Committee Meeting Minutes  
Wednesday, October 17, 2018  
Old Board Room

Members present: Sharay Boynton, Nathan Frymark, Kelli Maikell, Patrice Morrison, Teresa Peters, Maria Salazar, Glenn Serviente, Shawn Serviente, William Shenko, James Viator, Jennifer Stevens, Stephanie Wamsley, David Worley, and Rebecca Lynch.  
Guest: Emil Stwoinka from Edwards Risk Management

Sharay Boynton called the meeting to order at 4:34 pm. Sharay thanked everyone for coming. Introductions were made of all members present.

Sharay went over the purpose of the group and read the introduction statement. Sharay went over the District Improvement Plan, the Safety Plan, the Mission Statement, and responsibilities of the Safety Committee. Sharay then turned the meeting over to Nathan Frymark.

The minutes from March 2018 meeting were sent out by email to all members. David Worley made a motion to accept the minutes as presented. Glen Serviente seconded the motion. The minutes were approved.

Nathan explained the duties of the Committee Chairperson. The committee needs to appoint a Committee Chairperson for this year. William Shenko made a motion to reappoint Nathan for the position another year. Shawn Serviente seconded the motion. A motion of reappointment by acclimation was passed.

Workers Comp Prior years Claim Report – no report available at this time.

Nathan went over the data from claims for the 2017-18 school year. The incurred cost comparison was down in 2017-18. There were 155 injuries in 2017-18 totaling \$447,184.00.

The Committee looked at claims for 2018-19 year.

The Committee was reminded about Safety and Loss Prevention. Auxiliary employees are required to wear slip resistant shoes as part of the plan. They are given one free pair of shoes each year. Sharay had samples of the shoes and passed them around the group.

The Committee came up with some ideas for an incentive program for this school year to help promote safety. The program must incorporate the campuses and administration. One idea is to create a t-shirt design and pull data on campuses and departments that had no injuries last year. Those that qualify would receive a t-shirt. Shawn Serviente volunteered to create the t-shirt design. Sharay would then pull data. Sharay asked Shawn to send out 2 ideas to the Committee for voting on t-shirt design. The shirts would go out by January for second semester.

William Shenko suggested hanging posters or plaques in break rooms that show tracking of accidents. This is another way of keeping safety in front of everyone. Nathan mentioned that Principal Blogs go out every Monday and perhaps they could include that information.

One area the Committee wants to look at is falls for this year. We already have a high number of falls for the first quarter. The Committee decided to start an incentive program November first and run until the end of the school year for the entire District. Every month each campus/department that has no injuries would go into a drawing for a free breakfast. They must have 1% or less to be qualified for the drawing. We can publish the winning campus/department in the staff newsletter that Communications sends out.

The campus/department with the most wins at the end of the school year will be recognized at Convocation or a Board meeting. We could possibly do a Traveling trophy.

Emil Stwoinka from Edwards Risk Management presented the Claims update and summary chart from 7-1-18 through 9-30-2018. Emil commended the Committee for having a safety plan and Committee and staying on top of it. He mentioned again that falls were very high the first quarter.

The first session for safety training this year was on catastrophic injury. Session 2 will be on preventing over extensions. Emil mentioned a saying; "Engage your brain before you use your hands". We must remind people to think about safety.

Several members mentioned that they have entries with no mats. How do they get mats at doors? William Shenko and Shary both said to enter a work request and they will evaluate the need. William has mats in inventory.

The Committee picked the safety topics for January and March. January topic is on falls. March topic is on over extension. Campus principals and department directors will be sent a link to Safe Schools topics for online sessions for these trainings.

Look for email first of November with monthly contest and t-shirt designs.

Our next meeting will be in January on a Wednesday, perhaps the third week and a save the date will go out to everyone.

A question was asked: "What to do with employees that don't want to report an incident and then a few weeks later complain of pain".

Response: All incidents should be reported within 24 hours. An incident report should be filled out which covers them under the umbrella of the incident should issues occur later. They don't have to go to a doctor, but should be strongly encouraged to go. Maybe even offer to take them. If they don't timely submit a claim, it will be scrutinized.

Meeting adjourned at 5:44 pm.

Respectfully submitted,

Patrice Morrison