

Safety Committee Meeting Minutes  
Wednesday, October 16, 2019  
4:30 PM  
Old Board Room

**Members in attendance:** Jim Adams, Sharay Boynton, John Campbell, Todd Craig, J.D. Eddings, Elizabeth Hayden, Kelli Maikell, Candace Miller, Patrice Morrison, Shawn Serviente, William Shenko, Jennifer Stevens, Alan Wallace, and Stephanie Wamsley.

**Guests:** Aaron Ramsey and Cindy Collins from Edward's Risk Management.

Candace Miller called the meeting to order at 4:35 p.m.

Introductions were made of all members in attendance. The Safety Committee is made up of three representatives from each feeder group and representatives from six departments. The Introduction Statement was read to the members.

The Mission Statement was read to the committee members.

The list of Committee Responsibilities were read to the committee members.

The minutes from the March 2019 meeting were presented to the members for review.  
\*\*Kelli Maikell made a motion to accept the minutes as presented. Stephanie Wamsley seconded the motion. The motion passed.

The Committee needs a new chairperson. Ms. Elizabeth Hayden volunteered to be the chairperson for the committee.

Candace Miller reminded all members that every employee must review the Safety Plan as part of their Safe Schools training. The deadline for all Safe Schools trainings is October 31, 2019.

BISD prior year Workers Comp claims were reviewed. The group looked at incurred dollars by departments and annual lost days by department. Data shows we did not meet our district goal in 2018-19. Lost days cost the district money. We need suggestions for ways we can improve.

Next the Committee looked at Workers Comp injury claims by feeders. The Richland feeder had the lowest number and lowest incurred costs of injury claims. The Richland feeder also had only one lost day.

The Committee looked at Workers Comp injuries by department. The data showed that the Maintenance Department had only one claim. The Professional department had the highest number of claims at 106.

Custodial Workers Comp injuries were caused by falls. Child Nutrition also had injuries resulting from falls and lifting. The Professionals had injuries from strains and sprains as well as contusions. Transportation Department had injuries resulting from falls.

The Committee looked at accidents by day of week. It was noted that a higher volume of accidents occurred on Thursdays. Tuesdays and Fridays were also high.

Next the Committee looked at the current year Workers Comp claims starting on July 1 and running through September 30, 2019. During this time we have had 31 Workers Comp injuries resulting in \$210,195 incurred costs. Two fall injuries have really cost us.

The Committee also looked at unreported injuries to date. Data shows 31 unreported injuries. Candace Miller explained that unreported injuries means no medical treatment was given outside the district. Members were reminded to tell their staff that we still need them to report any accidents for our reporting purposes. Some injuries get reported anyway at some point. Again the data shows that most of the unreported injuries were falls. Slips and falls still seem to be an issue.

The Committee decides on training topics for the months of January and March. Once the topics are selected, Candace will research and find trainings to share with everyone. The Committee selected the following topics;

January 2020 – Slips, trips and falls

March 2020 – Awareness training

Suggestions were made on ways to get safety awareness out to everyone.

1. Have a safety update at the Admin Council meetings once a month.
2. Share safety information with the AP's at their monthly meetings to take back to their campuses.
3. Maybe principals can add a safety shout out in their staff newsletters.
4. Make posters at the elementary campuses to promote safety.
5. Hold a Safe-Tea- Party
6. At the ILT meetings, present the principal or director with their incentive prize so that everyone will hear who won the incentives and hopefully spark more competition between campuses and departments.
7. Send talking points to the principals to share with staff at their meetings. Also send toilet tabloids.

Keeping safety in the forefront all the time is key. Drill it! Using social media is awesome too.

The Committee came up with some ideas for small incentive programs we can do in the next six months. We can probably give out 5 to 10 prizes.

1. How many steps to the step ladder?
2. Memes on Safety
3. Employees submit a photo of coworkers being safe.
4. First employee to report a wet floor sign needs to be put out on wet days.

The Committee was asked if they wanted to keep the whole group incentives with a breakfast again this year for the winners. We will keep the breakfast prize for another year.

Jennifer Stevens suggested that we have some additional training with those people who are unaware of safety issues or that have had numerous accidents. Safe schools also has additional resources and they can be assigned to people to watch.

We saw some improvement with the incentive program but costs were still high. Alan Wallace suggested we make the incentive tied to the goal. We want to reduce the number of accidents and number of work days lost.

Shawn Serviente asked if we ever compare our data with other districts to see if we are in line with them. Sharay reported that we don't, but that we could run the data if members wanted to see. We can get that information from Edwards Risk. We could also compare the types of injuries reported.

Someone asked if we took into account the age of the buildings. The response was no.

Elizabeth Hayden asked if we train our Special Ed EA's in how to restrain students properly.

Cindy Collins from Edwards reported that she had just done a training with Special Ed employees.

Shawn Serviente reported that concrete issues were discussed last year. At her campus some were fixed, some were not. Will the concrete be repaired? The response to the group was to put a work order in as a safety issue. Everyone needs to turn in safety hazards.

Cindy Collins from Edwards Risk Management addressed the group. She explained that they do hands on training with auxiliary staff. She also offered to come to campus and department meetings and present safety awareness and data. She reminded the Committee that their website has a wealth of information. Their site is secure, but she can provide access to the website if anyone is interested in safety topics. Cindy also brought gifts for the group today and a handout with their website address and training video link.

The group was reminded that getting an accident report turned in timely is important. Even if an employee doesn't go to the doctor, we still need it done in the event they should go at a later time. The reporting process has to get in within a certain amount of time. It is important for an employee to verbally tell someone of an accident to cover themselves. If an employee goes to their own doctor and reports their issue as a Worker's Comp issue, their doctor will not see them. They will be sent back to see a Worker's Comp doctor.

Candace Miller reported that Edwards Risk and Workers' Compensation Solutions provided Work Wear Safety Shoes to our auxiliary, Technology and Warehouse employees. 499 pairs of safety shoes and boots were distributed to BISD employees.

The meeting adjourned at 5:57 PM.

Respectfully submitted,

Patrice Morrison