

# **SAFETY COMMITTEE MEETING MINUTES**

**April 19, 2018**

**3:00 PM**



**Attendance:** Robert Miller, Dustin Dalton, Danielle Yoder, Karen Myers, Erik Confer, Krissy Derugen, Lori Stover, Holly Sawyer, Jon Bowersox, Amy Niewinski, Pauline Nicosia,

**Minutes:** Minutes from the March 15, 2018 meeting were not approved due to late arrival of a few members and eminent start of annual training.

## **New Business:**

Annual Workplace Safety Committee Training completed today with Eastern Alliance Insurance trainer, Mathew Klunk. All Safety Committee members were present for training. Mr. Klunk reviewed three principal areas- Committee Rules, Hazard ID, and Accident Investigation. The District is required to keep all records for five years. Mr. Klunk reviewed the state audit requirements for meeting attendance (sign in sheets), minutes/record keeping, committee employee representation (50% managers & 50% employees) and turn over guidelines. On a ten person committee we should be rotating three members in and out every two years, keeping a core seven experienced members on the board. The rotation plan must be outlined. The Committee needs to document accomplishment of safety tasks that provide a record of changes implemented to improve safety. Quarterly safety inspection checklists need to be done by members and documented. We have to verify that the items are discussed in meetings and resolved with corrective actions. The Safety Committee needs to be provided all employee accident forms. We will need to get this information from the Human Resources department. The Committee is to review the accident report(s) and determine what corrective action can be taken to prevent future injuries. The Hierarchy of Controls is:

1. Eliminate Hazard Entirely
2. Engineering Controls (most desirable)
3. Administrative Controls (policies, procedures, rules, checklists, training)
4. Personal Protective Equipment

The District cannot use "cost" as a basis for making safety decisions.

**Old Business:** Not discussed due to training running late.

**Work Place Safety Concerns:** None

**Accident Review:** None

**Meeting Adjournment:**

**Next Meeting** – Thursday, May 18, 2018 at 3:05 PM