

Safety Committee Meeting  
Wednesday, January 29, 2020  
4:30 PM  
Board Room

**Members in attendance:** James Adams, Sharay Boynton, John Campbell, Todd Craig, Elizabeth Hayden, Kelli Maikell, Candace Miller, Patrice Morrison, Maria Salazar, Shawn Serviente, William Shenko, Jennifer Stevens, Jason Turner, Alan Wallace, and Stephanie Wamsley

**Guests in Attendance:** Russ Edwards, Jordan Edwards

Candace Miller called the meeting to order at 4:35 pm. Candace read the introduction statement to the committee.

The minutes from the October 16, 2019 meeting were sent to members by email for their review. \*\*Kelli Maikell made a motion to accept the minutes as presented. Stephanie Wamsley seconded the motion. The minutes were approved.

The committee reviewed the fall 2019 claims by department.

**Custodial injuries:** There were two reported injuries and two non - reported injuries for the custodial department from July 1 through December 2019. The committee then looked at the three year history of custodial worker's comp injuries. The data shows this department has significantly less numbers of claims for 2019 as compared to the previous two years.

**Maintenance injuries:** There were 5 reported injury claims and four non-reported injury claims for the maintenance department for fall 2019. The data for the three year history showed 2019 having more injuries than the previous two yea data showed more injuries happened in September, October, and November. This might be due to the fast pace in the kitchens trying to get food served to all the students. Maria Salazar explained that it is hard to serve lots of students with many items in a small amount of time. Sharay Boynton said she would reach out to Judy Sargent about ways to improve.

**Professional injuries:** There were 45 reported injury claims for fall 2019 and 48 non-reported injuries. The data for three year history does show that 2019 had less than the previous two years. October shows the highest number of claims.

**Transportation injuries:** Thew ransporting employees to the bus

o with reducing injuries.

ommittee then reviewed the claims report for worker's comp injuries. The data showed injuries for fall 2019 were 67 as compared to 87 in 2018 and 63 in 2017. Claims are down red to last year, but still high.

The committee looked at the lost days data by department. Professional injuries had the most incurred costs. The data shows total Worker's comp incurred costs are \$327,265.68 for fall 2019. 2019 has less costs than 2018 but still shows a high amount. Professional injuries were more severe which contributed to the cost. The data also shows that slips, trips and falls still is the highest category of injuries. The committee was reminded that costs include the cost of substitutes, physical therapy and follow up doctor appointments.

Candace Miller reviewed the Safety Plan with the committee. The plan includes environmental awareness and directives. The committee reviewed the safety awareness activities which include; campus and non-auxiliary department incentive program, campus and non-auxiliary department safety training, claims reporting to campuses and departments, safe employee awards programs for auxiliary departments, campus safety training in October, January, and March, monthly safety meetings, monthly safety meetings for all auxiliary departments, monthly safety postings displayed district-wide, and annual district facility audit inspections to be completed by March 31, 2020.

Candace Miller explained the Facility Audit inspections to the committee. These inspections are to be done by March 31. Candace will be sending out instructions to the campuses. These audits are helpful to recognize unsafe areas. Candace then read the procedures to the committee.

The committee reviewed the 2019-20 Safety incentive program. December's incentive was "How many steps to the step ladder". We had 396 participants. January's incentive is "Submit Safety Meme's for district safety." We had 51 participants. Candace sent out the winners today. February's incentive is "Submit a photo of co-worker being safe." Sharay asked if the members thought this would be a hard incentive for staff to do. Kelli Maikell thought this would be easy for staff members to do as everyone has their phones and can quickly snap a photo. March's

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