



Workplace Safety Committee

December 7, 2010

3:15 p.m.

Minutes

EMPLOYER MEMBER

 x Gerald McLaughlin, Chairperson
 x Charles Greevy
 ab Brian Bubb

EMPLOYEE MEMBER

 x Linda LaCoe
 x Joan London
 x Richard Thomas

 x Theresa Phillips
 x Karen Fox
 x Cheri King, Secretary

I. Welcome – District Service Center

II. Approval of Minutes

- November 2, 2010

Mrs. LaCoe requested to add a note that she was absent due to working.

Motion: Phillips Second: Fox

Yes: McLaughlin, Greevy, LaCoe, London, Thomas, Phillips, Fox, King

No: None Absent: Bubb

Result: Motion carried

III. Old Business–

- Traffic Pattern – The new traffic pattern seems to be working well. Mrs. LaCoe moved the map from the home page to the student section. Mrs. Phillips addressed an issue with afternoon parking. Mr. McLaughlin will address the issue.
- Plastic Name Badge Holders – New badge holders have been distributed to buildings.
- CPR & First Aid – June 14, 2011 We need to send an email notifying employees of the date.
- The location of the emergency bag was discussed.

IV. New Business

- Safety Webinar – Mr. McLaughlin reported on the safety webinar he attended.
- A meeting schedule was distributed. Times will vary due to the schedules of the members.

- V. *Occupational Injuries Reported – Two injuries reported.*
- Employee injured foot while moving a table; sought medical attention; no lost time.
 - Employee injured while removing milk crates; sought medical attention; release to work with no restrictions.
- VI. *Next Meeting – January 4, 2011 @ 3:15 p.m. (District Service Center)*
- VII. *For the Good of the Order*
- *Mr. Bubb - Safety covers have been placed over pull-station fireboxes in the MS/HS.*
 - *Fire drills are being performed on a monthly basis.*
 - *AED – Two new batteries have been ordered. Mr. Bubb will add “check AED” to his monthly list.*
- VIII. *Adjournment @ 3:40 p.m.*

Cheri King, Recording Secretary