

Safety Committee Meeting Minutes  
Wednesday, January 30, 2019  
Old Board Room

**Members Present:** Sharay Boynton, Suzy Compton, Nathan Frymark, Candace Miller, Patrice Morrison, Maria Salazar, Glenn Serviente, William Shenko, Jennifer Stevens, James Viator, Stephanie Wamsley, David Worley and Rebecca Lynch.

Nathan Frymark called the meeting to order at 4:34 pm.  
Nathan read the introduction to the committee.

The minutes from the October 17, 2018 were available for review. David Worley made a motion to accept the minutes as presented. Glenn Serviente seconded the motion. The minutes were approved.

Nathan went over the fall 2018 claims summary with the committee.  
Maintenance department had no injuries. Professional department had the highest number of injuries. The other departments had some injuries.

The committee reviewed the district claims report for fall 2018. The highest number of worker comp claims were from the professional department. This is the largest department in the district and includes teachers. Approximately 2,800.  
Falls are still the highest cause of injury with strike/stuck being second.

This year is trending to be a high year for worker comp incurred costs. We are almost double this year compared to 2017 at this time. The district does have a back to work process. An employee must report their status to their supervisor and the supervisor makes the call as to whether they can/should go back to work based on the report from the doctor. If there are accommodations to be made, in most cases we are accommodating.

The incentive program that the committee recommended in October was taken to Cabinet. Cabinet did not like the t-shirt idea. Cabinet feels we need a more professional process. Cabinet suggested feeding people as the incentive. We currently have two incentive programs going on.

The current goal is to reduce the number of fall injuries per campus/non- auxiliary department by at least 50% over the next semester. Campuses and departments should be watching the slips and fall video in January or February. Campus or department that have no falls/reduced fall injuries by 50% will be placed in a drawing for a breakfast. We will do the January/February reviews in March and the March/April reviews in May.

The safety incentive program is to be accident free or reduce the total cost of injuries by 50% from the previous year. The baseline is the total incurred cost per campus/department for 2017-18. The period of review will be August 2019. (July 2018-June 30, 2019) Campuses/departments that have no injuries or have reduced their total injury costs by 50% from the previous year will be placed in a drawing for a lunch and a small token. Two campuses/departments will be drawn for the prize.

The campus/departmental safety program will go to Mark Thomas and he will send it out in the employee newsletter. The Board will also be notified.

District facility audit inspections should be completed by March by 31<sup>st</sup>. A reminder will be sent out to the leader of the facilities. Candace Miller will need a copy of all inspections for her records.

Cindy from Edwards Risk Management spoke to the committee. She mentioned that we currently have an incentive program in place for all auxiliary employees. Employees can nominate folks in the department who have shown safety or used their safety equipment properly for awards. Folks who receive the awards will be eligible for a bigger prize. (Jackets and monetary award).

Cindy then gave a presentation on overexertion.

Overexertion injuries are common. Know your limitations. Limitations are a result of age, strength, flexibility, stamina. Listen to your body. Take mini-breaks from strenuous work.

We need to work smarter not harder!

Our body condition is also important. We all need six to eight hours of sleep. We need to keep regular schedules. We need to eat a balanced diet for endurance. Our bodies need hydration for muscles, discs, ligaments and brain. Drink water.

Make sure we warm up and do active stretching which helps prepare muscles for exercise.

Remember your body mechanics and use proper technique to prevent injury.

Use neutral posture, plan ahead, and avoid straining and over-reaching.

Store heaviest items on shelves between chest and waist height. Always push, don't pull.

Think about all that you do daily that could cause injury?

Cindy then showed the Safety Feud game to the committee. The game is available for use.

Overexertion will be the next focus in March.

There were no safety issues reported.

The Transportation department is using some of the Safe Schools videos with their trainings. The Edwards website also has 500 videos that we can use. Good awareness videos included.

Please bring any feedback to the committee from your department or campus.

Meeting adjourned 5:18 pm.

Respectfully submitted,

Patrice Morrison