

Health and Safety Committee

October 11, 2019

Agenda/Minutes

1. Welcome and Introductions

2. PERRP – Kimberlie Mitchum

OSHA for public employees. Federal regulations apply.

Inform employees of their right; inform employees how to report injuries

Kim will provide posters

Employees should always fill out accident report when an accident happens

Enforcement: Refusal to work

Fatality or single hospitalization

Complaints – 30 days to respond; abatement verification visit

General scheduled visit – based on statistics – employers that fall in category that results in significant amount of injuries

Compliance assistance: refer to service offices. Supervisors or Building principals can request compliance assistance. Dates to respond to corrective action.

Complaint process: confidentiality of employee needs to be maintained

Process can take up to 60 days – complaints need to go to PERRP when they happen

General duty – no OSHA reg applies

3. Accident Reporting Process – Penny Roth

Form for reporting accidents need to be easy to find

Update: Accident reporting added to Quick Links 10/15/2019

Accident form is very difficult to fill out if employee is not able to complete all data

Injury reports – Penny tracks injuries

Employees need to want to report accidents and injuries

Accident information is compiled by OSHA guidelines – if employees don't complete report, the information is not included in data

4. Work Order Process – DeJuan Hood

Work orders are completed using FAMIS system.

Priority 1 work orders are responded to same day

Threat or Hazard to Building or Occupants

Building wide work orders are responded to before isolated work orders

5. Health and Safety Complaint Process for CEA members

Process needs to be easy for both teachers and administrators

Process needs to be written for follow-up and clear understanding of problem and response

6. Next Steps

Cindy will develop a draft of form for submitting Health and Safety complaints and send form out to all committee members. Committee members will provide input.

Update: Draft form complete 10/21

Annette will work with IT to get finalized form posted on web site for access by staff.

Next Meeting: Friday, November 15, 1:30 p.m. 17th Avenue Conference Room 2