

Safety Meeting Minutes
WAC 296-800-130

Safety Committees and Safety Meetings

This form can help document the minutes of safety meetings in your workplace. This particular form isn't required but shows the kind of information you need for your records. You can either copy this form or make your own.



Remember, you must:
- Keep meeting minutes for one year. - Cover specific topics in your meetings.
Worksite location: Daniel Bagley Elementary
Date: <u>10-25-16</u> Meeting Start Time: <u>7:05</u> Meeting End Time: <u>7:45</u>

Who attended this meeting? Carla Holmes, Liz Filep, Rob Schultz & Sharon Newman
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Minutes written by: Holmes	Meeting Leader: all
Next meeting will be on (date):	Next meeting location: Room 217

Agenda: Review of minutes of last safety meeting: Approved? Yes
Corrections:

<i>Unfinished business from last meeting:</i> <i>Reunification plan, confirm procedure, posting information for families. Off site location (check with Security). Possibly attend the district Reunification Training – Carla check date</i>

2. Any hazards reported during this time period?
<ul style="list-style-type: none">••

3. What safety inspections have you conducted since your last meeting?
<ul style="list-style-type: none">• AED monthly check (routinely checked by Security)• In October Bagley observed the statewide earthquake drill 10/19 and also conducted a lockdown drill on 10/4/16 by 9:30.• Reverse Evacuation scheduled for 11/10 (preview with staff at 11/9 staff meeting)• Did they reveal any hazards? No

Did you identify and correct the cause of the unsafe situation(s) n/a

4. Describe any accident investigations conducted since last meeting. Did you identify and correct the cause of the unsafe situation(s)?

5. Is your accident and illness prevention program working well? Yes

Next Steps:

- Copy of Emergency Procedures (put in page protector) – Sharon will put in backpacks
- Remind teachers to check with office if they are leaving campus for lunch or other business.
- Carla confirm reverse evacuation procedures; clarify the difference between shelter in place and lockdown (teacher responsibilities)
- Check Power Schools for any accidents that may have occurred in October
- Need to purchase emergency food supply (off site location) – protein bars?- Kathy will check on this
- November 9th meeting – table top activity to review “Incident Command Chart” – Rob and Liz will plan this