

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: 9/27/16 Meeting Start Time: 7:00 Meeting End Time: 7:45

Who attended this meeting? Carla Holmes, Liz Filep, & Sharon Newman
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Minutes written by: Filep	Meeting Leader: Holmes
Next meeting will be on (date): 10/25/16 7 am	Next meeting location: Room 217

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

<u>Unfinished business from last meeting:</u> <i>Still researching options for food: Emergency Food supplies (bars) need to be replaced, committee is still researching best solutions/alternatives, currently water is ok. Need to replace Ritz crackers in emergency backpacks.</i>

2. Any hazards reported during this time period?
<ul style="list-style-type: none">• Second week of school, a child with parent after school hours on playground jumped off play structure/ bars and landed on her arm; she broke her wrist/arm. 911 was called•
3. What safety inspections have you conducted since your last meeting?
<ul style="list-style-type: none">• AED monthly check• Fire Drill 9/21/16 Fire Dept was present;

- In October Bagley will observe the statewide earthquake drill 10/20 and also conduct a lockdown drill on 10/5/16 by 9:30. Lockdown drill will be reviewed at staff meeting this Wednesday
- 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)?

- Head teacher is currently doing recess duty during the morning recess this year as additional staff member assigned to morning recess/discussed last spring
- **RULER curriculum currently in place has helped our behavior expectations/following rules including safety rules and procedures, Holmes had an assembly on the first Friday which reviewed Bagley rules and expectations with students including pictures of students depicted appropriate behaviors.**

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

Early dismissal safety plan: lockdown review, incident command, and review of building safety features.