

MINUTES

SAFETY AND SCHOOL FACILITIES COMMITTEE

NOVEMBER 18, 2010

Attendance

Terry Richardson, Travis Richardson, Cindy Hartsoe, Kenneth Richardson, Dustin Farmer, Marty Norris,
Pat Lanno, Shea Coldiron, Angie Thompson

Members Absent

Phyllis Yates, Kevin Anderson, Teresa Stansberry, Marc Payne, David Blackburn, Kim Barnes, Earl Pennington, Hannah Reeder

Minutes

A motion by Kenneth Richardson and a second by Pat Lanno gave unanimous approval to the minutes from the last safety meeting which was held on October 21, 2010.

Agenda

- Updated Year-to-Date Accident Reports were handed out to the committee.
- Discussion of Custodial Handbook has been tabled at next meeting due to low attendance.
- Remind Administrators about Walkthrough. These are completed monthly. Kenneth Richardson and Phyllis Yates will advise administrators about this process.
- Safety Tip of the Month was brought up for discussion. Terry Richardson and Dustin Farmer presented the committee with Safety Tip Information sheets for the months of November and December. Dustin also suggested that you may use Google as a resource to find information for your trainings that you hold monthly. Just make sure that the information is correct and appropriate for your trainings. Terry Richardson and Dustin Farmer will be sending the committee the January Safety Tips.
- Approve Safety Topics: A motion by Kenneth Richardson and a second by Shea Coldiron gave unanimous approval for our monthly safety tips through the remainder of the school year:
 - **November – Burns**
 - **December – Electrical Safety**
 - **January – Avoiding Slips and Falls**
 - **February – Back**
 - **March – Lifting**
 - **April – Fires/Fire Extinguishers**
 - **May – Away from Work**
- Kenneth Richardson would like to see the OSHA checklist on the Ashe County Schools website. Marty Norris is going to check on getting information available.
- Next meeting will be held **January 20th at 3:30**