

# MINUTES

## SAFETY AND SCHOOL FACILITIES COMMITTEE

OCTOBER 21, 2010

### Attendance

Phyllis Yates, Cindy Hartsoe, Kenneth Richardson, Travis Richardson, Marty Norris, Dustin Farmer, Hannah Reeder, Pat Lanno, Terry Richardson, Shea Coldiron, Kevin Anderson

### Members Absent

Marc Payne, David Blackburn, Angie Thompson, Kim Barnes, Earl Pennington, Teresa Stansberry

### Minutes

A motion by Pat Lanno and a second by Kenneth Richardson gave unanimous approval to the minutes from the last safety meeting which was held on September 16, 2010.

### Agenda

- Rep Randy Cranfill of Surry Insurance attended our meeting and gave us a **Presentation on Accident Investigation**
- The presentation made it clear that an effective **Plan** must be set in place in order for an accident investigation to be successful in gathering all the facts
- The committee was also given **Case Scenarios** which were designed to provide exactly **what** needs to be done in the case of an injury, **who** to contact, and what **supplies** need to be on hand in order for a successful investigation to take place
- **Safety Tip of the Month** was brought up for discussion and it was decided by the committee to go ahead and assign our monthly 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**

### Recommendations

- Continue working on both Custodial and OSHA Handbook
- Next meeting will be held **November 18<sup>th</sup> at 3:30**