

# MINUTES

## SAFETY AND SCHOOL FACILITIES COMMITTEE

### FEBRUARY 20, 2014

#### Attendance

Phyllis Yates, Marty Norris, Dustin Farmer, Kenneth Richardson, Sandra Peterson, Martha Turner, Kim Barnes, Pat Lanno, Tammy Craine, Travis Richardson, Robin Goss, Kevin Anderson

#### Introduction

Guest speaker Randy Cranfill from Surry Insurance

#### Agenda

- A **cost summary** of our workers compensation claims over the past year was given by Randy Cranfill showing allocated expenses for each claim
- Randy then shared how much **Lag time (in days)** it took from the time of injury till the time we submitted each claim into the system; he stressed the importance of submitting the claims as quickly as possible
- Resources for **safety investigations and checklists** were shared by Randy with tips on how to efficiently investigate an injury showing pictures, etc.
- **Safety Tip** for the month of February is “**Lifting**”
  - **February - Lifting**
  - **March – Burns**
  - **April – Electrical Safety**

#### Recommendations

- Reminder to do **Monthly Walkthroughs** and turn in to Kenneth Richardson
- Next meeting will be held **March 27th at 3:30 in the Annex**