

Health & Safety Committee Meeting Minutes

November 16, 2011

Attending: Don Staehely, Doug Quade, Lynette Udenby, Robert Cantwell, Rhonda Hill, Barbara Richman, Ryan Kelly, Vickie Coe, Connie Dickman, Joe Austin, Eric Connelly (SAIF)

Building Security:

Joe Austin and Connie Dickman attended the committee meeting to discuss Sunnybrook Security and Building Access. Joe distributed a handout (attached) with respect to proposed changes. A brief background from Connie – last winter events were happening nationwide which brought up the topic of discussion about building security. The front door is always unlocked but has a good viewing vantage point. The two back doors are open during business hours but there is essentially unmonitored. The question was asked if there was an option to make the building more secure.

The document that was handed out is a work in progress. The discussion was held as to what would be the best way to provide better security without impeding on customer service. A system has already been purchased and installed at the back door with a camera which is connected to the front desk. When the doors are locked a visitor can ring the bell and the front desk person can see the visitor and allow them access. ESD employees will be required to have an access badge for entrance into the building. It has also been proposed that in the event of large meetings that the system can be programmed to open 20 minutes prior and 20 minutes after the meeting to allow those participants access. A designated person will need to enter that information into the system.

The members reviewed the the rest of the handout and made suggestions.

- Doors – bullet #3 rephrase “other doors for emergency exit only” so as not to include the 2 doors on the first floor.
- Sunnybrook Employee Access Using Badges
- School-Based Employees (LEEP, Heron Creek, LTCT), Clients and Guests – give access cards to school based staff
- Access for Participants in Large Meetings – no changes
- Parking – no changes

A camera has been installed by the datacenter to be focused on the pool cars. There have been a couple incidents of vandalism. There will be designated parking for those pool cars.

It will be the department manager’s job to instruct their department’s staff about the new procedure. It was suggested that a standardized email be created so that each manager could use it to send to staff prior to the January 3rd implementation date. The H&S committee supports this new security procedure.

Joe and Connie will attend the January 18th meeting and update the committee members on the implementation.

Accident & Injuries – Review Workmen’s Comp. History (2007-2011 by category):

The committee members reviewed the [claims list and graphs](#) with respect to accidents and injuries. The majority of them are classroom related. Accidents should be investigated to see if there is a way to come up with ideas on ways to decrease the number and/or work with Eric and SAIF for assistance.

All LEEP and ED staff that work with students receive OIS training which provides staff with the tools on how to deal with student behaviors. All situations and incidents are reviewed immediately and then again annually.

Robert advised that OIS training will be available to ECE in January. Managers and coordinators should reinforce the importance of competency in OIS and take the training seriously. Reporting procedures are being reviewed now.

Incidents

There were 4 student involved incidents and they were all workmen’s comp.

SAIF Training

Eric Connelly with SAIF provided training for Hazard Recognition and Analysis. Attached is a copy of the [presentation](#).

Also included in the presentation/discussion:

- Conducting Inspections – Physical vs Behavioral Hazards. Using a checklist is a good idea but the inspector should keep an open mind and look for items that are not included in the checklist. Look outside the box.

Review Training by Department:

This was moved to the January meeting.

Chemical Inventory Update:

MSDS sheets are being collected to be updated on the ESD website and will be included in reference books for each classroom. Individuals are purchasing their own items from different vendors. It is recommended that a list will be compiled of approved products and vendors for purchase by departments to save dollars and to reduce the number of required MSDS sheets.

Ergonomics:

For employees requesting ergonomics assessments, a [Self-Assessment Worksheet](#) will be sent out to staff to fill out. Based on the information supplied, issues can be addressed. If necessary, the ESD can contact SAIF for assistance.

A laptop stand was set up last spring for a test run and it went well. That implementation step was put on hold until Fall 2011. Further information with respect to the laptop stands will be presented at the next meeting.

Peer Concerns:

- Employees are wondering when the leaves in the parking lot will be cleared – it makes walking hazardous
- The drain in the back parking lot is getting clogged due to the leaves
- Space in the ECE area is limited, due to the large number of employees and their possessions. There have been several injuries due to tripping
- The Safety Inspection form will be sent out to the members for their review. Reply with suggestions and/or comments by email.

Future Health & Safety Agenda Items:

If there are items that you feel should be discussed by the H&S Committee, please forward your request and ask that it be placed on the next agenda.

The next Health & Safety Committee meeting will be held from 8:30 to 9:30 on Wednesday, January 18th in the Brightwood Conference Room.