

MINUTES

School Board Office - Health and Safety Committee
February 27, 2006

Convened: 11:00

Attendees: Ron Amos, Linda Nygaard, Marcy Petersen, Darlene Goodrick

1. Minutes from last meeting – accepted

2. Survey results – compiled by Darlene

Part A - Board office Health and Safety concerns

1-Air Quality

3-Security

2-Ergonomics/Repetitive strain

4-Lighting/Vision

Part B - topic for information/training

1-Air Quality

6-Handling threats/Harassment

2-Repetitive strain

7-Personal safety-lifting/noise

3-Communication

8-Disaster Plans

4-Lighting/Vision

9-Accidents/Injuries/Fire safety

5-Stress

Things to do:

- ergonomic consultant to recommend and train (Ron to get proposals)
- recommend with management to resume carpet replacement program (Ron)
- portable air filters??
- better lighting alternatives for workspaces (Ron)
- communication alternatives for reception (Marcy)
- training for reception on threats/harassment/disaster plans (Ron)
- locking of back door (parking lot side) (Ron to do WO)
- information circulars on fragrance-awareness, stress, threats(Linda)
- fire drill information (Linda to contact Fire Dept)
- In/Out board (Ron to talk to management)

3. Safety Audit – checklist

Received Board office tailored checklist-to be used for next meeting April 4

4. To do list (last meeting)

Basement signs will be posted for lights and air horn

Hand sanitizers have been ordered

Next meeting: April 4, 2006 – 1:00 PM

Adjourned: 12:35