

NEWBERG SCHOOL DISTRICT SAFETY MEETING

February 16, 2023

AGENDA

1. Roll Call
2. Minutes of Previous Meeting
3. Work Related Accident Report
4. Student Incident Report
5. Safety Drill Report
6. Safety Work Orders
7. New Business
8. Adjournment

Next meeting will be March 16, 2023 at 9:00 a.m.

**NEWBERG SCHOOL DISTRICT
SAFETY COMMITTEE
MEETING MINUTES
January 19, 2023**

Members Present: Via Google Meeting: Larry Hampton, Brett Royer, Hung Nguyen, Ricky Sellers, Jennifer Marshall, Dale Seachord, Rachele Lane, Lori Britton, Bob Harding, Albert Segundo, Annie Berger, Tracy Lozada

Members Absent: Greg Troutman, James Rodgers, Richard Edmonds

Approve minutes from November 17, 2022 meeting

Work Related Accidents:
See attached report.

Student Incidents:
See attached report.

Safety Drills – up to date:
See attached report.

- **Roll call taken.**
- **Reviewed and approved minutes from November 17, 2022 Meeting.**
- **Work Related Injuries reviewed.**
- **Student Incident Reports reviewed.**
- **Safety Drills Report reviewed.**
 - We are almost half way through the year. Tomorrow is a good weather day so if a drill is needed that may be a good time. Reminder two Earthquake and two Lockdown drills each year. One in the fall and one in the spring.
 - Tracy Lozada mentioned that the Admin. Bldg. needs to have their drills. New staff will need a person on point to manage. Larry Hampton will talk to Admin. Staff.
- **Safety Work Orders reviewed.**
 - No new Safety Work Orders.
- **New Business:**
 - Dale Seachord reported that NHS Custodians are having issues with back problems. There are videos available to teach proper lifting, however; Dale still sees staff lifting improperly. Custodians do lift heavy weight. Larry Hampton mentioned that he noticed at some of the construction sites the crews all do stretching exercises at the beginning of the shift and discuss any concerns. Crews should take a couple of minutes to stretch and discuss any hazards. Dale said that some staff have had injuries that could have been prevented. Larry will look into some possibilities for stretching basics.

- Larry reminded staff that every building except Dundee would have some kind of construction this summer. This is not completely a safety concern but there are safety concerns that go along with that. Everyone be careful and be aware in working around construction.
- Summer school will mostly be at Antonia Crater and CVMS this next summer because they are having the least amount of work done. Most will be at Crater and a few grade levels at CVMS.
- Annie Berger asked if fixing roofs is part of the Bond? The plan is to re-roof Ewing Young and Mabel Rush with Bond money. Not enough money to reroof every school that has issues.
- Annie Berger asked where the new Dundee Elementary would be located. It is on the SE side of town backed up to the bypass. More students will be able to walk to school at the new site.
- Annie Berger asked if we currently have custodial openings? Or are we fully staffed? Larry reported that we are currently filling a part time position at MVMS, but all other positions are filled.
- Rachele Lane reported that there is a carpet at an exit door to the playground. If there is a rock or pebble under the mat, you cannot exit the door. Walk off mats should be inside. Larry is not sure why we would have a mat on the outside. Rachele would like a policy to not have outside mats. The carpet should not be outside. If it is out there, it should be moved far enough out to not block the door.
- Rachele Lane reported that when carpet was removed during the remodel at Antonia Crater, many doorframes were nicked and there are metal pieces at floor level. Some have sharp pieces. Would this be Contractor or work order for Maintenance. Larry said put in a work order to address the issue and we can look at how to go forward.
- Rachele Lane reported that outside lighting on the parking lot side at Antonia Crater is pretty gloomy from the first parking lot to front door. Not enough lighting from car to curb. Rachele has work orders in for outside lighting. These are burned out lights. Several work orders have been put in for this.
- Rachele Lane asked if black top lighting could be turned on. When doing early morning work it is very dark. Rachele said additional lighting was added, but not sure how to turn them on. Larry will follow up with Steve Owen from Northside Electric. At some schools, there are override switches. CVMS and MVMS have override switches. Bob said when you turn those on they stay on and you have to remember to turn them off.
- Rachele Lane asked if new controls could be added for the chiller area. This area is not secured and controls for chiller tower are accessible to students. Students throw balls in that area. At the chiller tower where it is all fenced in, chiller controls are accessible to anyone if you are inside the fence. Kids are climbing the fence and getting in there. Annie Berger asked if they would get shocked. Rachele Lane said they could get hurt with anything in there.
- Bob Harding reported that the new drinking fountain needs a filter. Larry said this has been done. Bob said that it is not working properly. Larry and Principal Jennifer Bailey checked yesterday and it all worked fine. Larry is having a new drinking fountain with bottle filler installed in the gym at MVMS.

- Dale Seachord asked about the auto scrubber taken for repair. The gym floors are getting dirtier and dirtier. The machine is at the Physical Plant. Repairperson from Home Depot stopped and looked at it and has not got back to us. Larry reported that with new construction some schools would get new equipment. Like at Antonia Crater where we have all hard floors instead of carpet, they will get new bigger equipment.
- Bob Harding asked about getting certificates for the lift training that was done a few months ago. The training that was done was more of a demonstration because the staff doing the demonstration were not forklift certified and cannot provide certification.
- Tracy Lozada mentioned adding a Principal to Safety Committee. Larry will put it out to the Principals to see who should be assigned.
- The next Safety Committee Meeting will be February 16, 2023.
- Meeting was adjourned.

EMPLOYEE ACCIDENTS / SEPTEMBER 6, 2022 - DECEMBER 16, 2022

SCHOOL	DATE	JOB CLASS	INJURY	DESCRIPTION	TIME LOSS	801 FILED
NHS	2/9	CLASSIFIED	NONE	STUDENT SLAPPED STAFF ACROSS FACE KNOCKING GLASSES OFF FACE WITH OPEN HAND	NO	NO
NHS	2/8	LICENSED	SORE ELBOW	STEPPED OUT OF ON ICEY PARKING LOT, SLIPPED AND LANDED ON ELBOW	NO	NO
NHS	2/9	LICENSED	MOUTH AND JAW CONTUSION	STUDENT HIT STAFF IN MOUTH AND JAW WITH HEEL OF HAND	YES	YES
ED	1/31	LICENSED	SCRATCH ON LEFT CHEEK FROM PENCIL, SORE LEFT WRIST	STUDENTS TACKLED STAFF AND STAFF FELL BACKWARDS AND TRIED TO CATCH SELF AND LANDED ON WRIST	NO	YES
MR	2/6	LICENSED	RING FINGER KNUCKLE ON LEFT HAND IS BRUISED AND SWOLLEN	STUDENT WAS HELPING WITH IPAD CART AND STUDENT DROPPED THE DOOR ONTO STAFF HAND	NO	NO
DO	2/3	ADMIN	BACK PAIN LEFT AND CENTER	PAVEMENT WAS WET, WALKED OVER PAINTED SPEED BUMP AND SLIPPED	NO	NO
JA	1/24	CLASSIFIED	SCRATCHED LEFT EYE, IRRITATION AND RED	STUDENT HIT STAFF AND SCRATCHED EYE	NO	NO
NHS	1/5	CLASSIFIED	SORENESS AND SLIGHT BRUISING ON RIGHT PECTORAL	STUDENT PUNCHED STAFF IN CHEST	NO	NO
NHS	1/5	CLASSIFIED	SMALL BRUISE ON RIGHT BICEP	STUDENT SQUEEZED STAFF ARM	NO	NO

STUDENT ACCIDENT REPORTS

January 2023 - February 2023

SCHOOL	GRADE	SEX	DATE	INJURY	DESCRIPTION
JA	5	F	01/17/23	Scratch; left eye	Student was flicked in the eye by another student. Student went to flick her forehead, missed, and flicked her eye instead.
AC	2	M	01/18/23	Bruise; right knee/hand/leg	Student was running after a ball and fell onto right side of body under the covered area of the playground.
JA	2	M	01/19/23	Bump; head	While playing on playground, fell off bridge, and hit head on pole and the ground.
MR	K	M	01/24/23	Bruise; right groin area	Student was pushed off the play structure and got his legs caught in the bars. His leg was hurting high on the right thigh on the inside. Possibly strained his thigh muscle/groin. He was not feeling so good.
NHS	12	M	01/30/23	Car Fire - No Injury	Waited for Fire Dept. to leave. Car was being loaded. Little worried about amount of gas down drain and kitty litter behind fence.
DD	3		01/31/23	Head	Slipped on soccer ball, fell and hit head on hard piece of dirt. Felt sluggish, blurry vision.
CVMS	7	M	02/06/23	Right knuckle	Leaving PE class, turned and fell while jogging to class. Fell to ground, caught wrist, which bent forward.
JA	5-Apr	M	02/07/23	Bump; right side of head	Playing hide and seek and was shoved into a post at the rock wall. Hit right side of head.
JA	1	F	02/08/23	Bump; right side of head	While running in line after recess, student collided with another student. Fell back and bumped head on the bark dust.

**NEWBERG SCHOOL DISTRICT
SAFETY DRILL REPORT**

LOCATION	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
AC	Date	9/16/2022	10/20/2022	11/30/2022	12/9/2022	1/27/2023				
	Time	8:45am	8:45am	9:19am	1:03pm	1:16pm				
	Fire	9 min.	3.50 min.	2.40 min.	2.40 min.	3 min.				
	ED		10/20/2022							
	LD									
CVMS	Date	9/21/2022	10/20/2022		12/14/2022	1/31/2023				
	Time	11:45am	3:25pm		1:32pm	10:40am				
	Fire	1.52 min.	2 min.		2 min.	2.32 min.				
	ED		10/20/2022							
	LD			11/3/2022						
DD	Date	9/13/2022	10/19/2022	11/15/2022	12/6/2022	1/26/2023				
	Time	9:02am	12:50pm	1:15pm	10:15am	10:00am				
	Fire	1.41 min.	1 min.	1.42 min.	2.12 min.	1.30 min.				
	ED									
	LD									
ED	Date	9/14/2022	10/20/2022	11/17/2022	12/14/2022	1/27/2023				
	Time	10:20am	10:20am	1:30pm	1:25pm	1:25pm				
	Fire	2.57 min.	2.45 min.	1.38 min.	2.23 min.	2.15 min.				
	ED		10/20/2022							
	LD					1/31/2023				
EY	Date	9/13/2022	10/20/2022	11/9/2022	12/6/2022	1/31/2023				
	Time	1:04pm	10:12am	10:10am	1:00pm	1:02pm				
	Fire	1.33 min.	1.43 min.	2.10 min.	1.40 min.	2.39 min.				
	ED		10/20/2022							
	LD		10/21/2022							
JA	Date	9/14/2022	10/27/2022	11/10/2022	12/5/2022	1/20/2023				
	Time	1:30pm	1:30pm	8:30am	8:05am	12:59pm				
	Fire	2.38 min.	1.47 min.	1.36 min.	1.35 min.	1.32 min.				
	ED		10/27/2022							
	LD			11/17/2022						
MR	Date	9/14/2022	10/21/2022	11/22/2022	12/22/2022	1:30/23				
	Time	9:35am	8:55am	9:12am	9:10am	1:23pm				
	Fire	1.43 min.	1.58 min.	2.03 min.	1.30 min.	1.49 min.				
	ED		10/20/2022							
	LD		10/18/2022							
SEC	Date	9/15/2022	10/9/2022	11/3/2022	12/13/2022	1/18/2022				
	Time	9:20am	9:30am	10:45am	12:55pm	11:30am				
	Fire	5 min.	3.5 min.	5 min.	4 min.	4 min.				
	ED			11/3/2022						
	LD		10/9/2022							
MVMS	Date	9/29/2022	10/4/2022	11/8/2022	12/13/2022	1/5/2023				
	Time	1:20pm	1:00pm	1:47pm	10:40am	12:57pm				
	Fire	6.01 min.	2.20 min.	2.25 min.	4.46 min.	3.10 min.				
	ED									
	LD									
NHS	Date	9/9/2022	10/11/2022	11/10/2022	12/15/2022	2/29/34				
	Time	10:32am	3:24pm	2:30pm	2:30pm	10:42am				
	Fire	9.20 min.	12 min.	9.50 min.	10 min.	7 min.				
	ED					1/19/2023				
	LD	9/13/2022								

ED = Earthquake Drill
 LD = LockDown Drill

**NEWBERG SCHOOL DISTRICT
 SAFETY DRILL REPORT**

2/15/2023

LOCATION										
DO	Date									
	Time									
	Fire									
	ED									
	LD									
LOCATION										
SAIL (U.M.)	Date		11/3/2022	12/13/2022	1/27/2023					
	Time			2:50pm	2:35pm					
	Fire									
	ED				1/27/2023					
	LD									

**Safety Committee Work Orders
2022 - 2023**

WO#	DESCRIPTION	Site	Date Open	STATUS	COMP DATE
	No new Safety Work Orders to Report - 2/16/23				

SAFETY MEETING CALENDAR
2022 – 2023

July 21, 2022

August 18, 2022

September 15, 2022

October 20, 2022

November 17, 2022

December 15, 2022

January 19, 2023

February 16, 2023

March 16, 2023

April 20, 2023

May 18, 2023

June 15, 2023