

NEWBERG SCHOOL DISTRICT SAFETY MEETING

August 17, 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 September 21, 2023 at 9:00 a.m.

**NEWBERG SCHOOL DISTRICT
SAFETY COMMITTEE
MEETING MINUTES
April 13, 2023**

Members Present: Via Google Meeting: Brett Royer, Tim Wright, Ricky Sellers, Rachele Lane, Lori Britton, Annie Berger, Jennifer Marshall, Bob Harding, Dale Seachord, Hung Nguyen, Tracy Lozada, Rebecca Brenner

Members Absent: Greg Troutman, Larry Hampton, James Rodgers, Richard Edmonds, Albert Segundo

Approve minutes from February 16, 2023 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 February 16, 2023 Meeting.**
 - Safety Committee did not meet in March 2023. Quarterly Safety Inspections were completed in March, with the exceptions of the Administration Building and the Edwards Portable. Custodian did not complete these as of yet. The annual Asbestos publication was placed with Pamplin Media and copies were distributed district wide to be posted and filed in AHERA books.
 - Brett Royer will be taking over as Chairman of Safety Committee and will be looking at ways to streamline meetings. Brett will discuss ideas with members.
- **Work Related Injuries reviewed.**
 - Discussed work related injuries. March has been a crazy month for weather. Watch for slippery and frosty steps and entryways.
- **Student Incident Reports reviewed.**
 - March and April had more accidents reported. Quite a few playground injuries reported. Lacerations and fractures.
- **Safety Drills Report reviewed.**
 - Received Edwards ES March drill this morning. Still need Lockdown and Earthquake drills done before the end of the year. Newberg High School drill was done yesterday. Notes show February drill done in March. Tracy will correct.
 - Need to discuss drills at the Admin. Building. These have not been done for a couple of years. Brett will follow up with Admin. Staff to see who will be in charge of this as there a lot of new staff in that building.

- **Safety Work Orders reviewed.**
 - No safety work orders.
- **New Business:**
 - Bob Harding has a light out in the back at Mountain View that needs to be replaced. May need the bucket truck. Electrician from Northside is only here one day a week now. Bob was asked to put in a work order. Lori Britton also has two lights out at Joan Austin, one at the front entrance and one in the service driveway. Jennifer Marshall also has lights out at Mabel Rush, inside and outside, but are not safety related. Antonia Crater also has lights out. Work Orders have been in for one to two years now at Mabel and Crater.
 - Brett asked how things are at Dundee and Tim Wright reported that everything is good.
 - Brett let everyone know that there will be construction at most schools this summer and he will be going around to see how things are going and give a hand where needed.
 - Brett is continuing to look for lifting training videos. He will compile a list and share with custodians. These will most likely come from UTube.
 - Annie Berger reported that the two new AED units arrived, and are in place. The Physical Plant now has one and she replaced the one needed at NHS. The Physical Plant purchased these two units. Apparently, the District Office ordered eleven units in September 2022, but have not received yet. Annie does not know who these were ordered from. Brett will reach out to Tabitha Renne, Superintendent's Assistant, and check.
 - Rachele Lane asked about a FURPA confidentiality policy. She reported that teachers and counselors are disposing of student records in the garbage. Rachele will send a detailed email to Brett and he will follow up on this.
 - Dale Seachord asked about heating at NHS. Consistently have problems with two of the master boilers going into fault mode and he has to reset. Dale found out today that whenever we have a fire alarm that goes off, the boilers also shut off. This has been an ongoing problem for years. Someone has to reset boilers for part of the buildings. Over the last two weeks we have one hallway that feels like the air conditioning is on. Dale has sent emails to Phillip Huntington, HVAC Technician, but has not received any answer. The boiler upstairs is disassembled and has been for over a year now. The boiler, including the hood is in pieces and is laying in the hallway. Brett will stop by to look, and asked Dale to please send another email to Phillip Huntington and Larry Hampton. Send a copy of the email to Brett. If the boiler is not working properly toxic fumes will not be vented out of the building.

- **(Update: Brett Royer contacted Larry Hampton about the boiler and Larry added the following notes: It is not the hoods that are off in the boilers it is the covers. Parts are not in any hallways where staff or students would be. With the Bond, we will be adding two new bigger boilers to replace the 2 main boilers that we have now. The boiler Dale is talking about is one of the smaller boilers that would kick on if the two main boilers needed help in heating but these smaller boilers have reached the end of their life and will not be repaired. The problem with Bldg. E being cold – Contractor, Heinz Mechanical found a programming issue that has now been fixed.)**
- Rachele Lane reported that water is not going through the drain but over the drain at the lock top area of new construction. Brett Royer made note of this.
- Brett Royer reported that he had a meeting yesterday about panic buttons in schools. Every school, except NHS, will have panic buttons. The work started yesterday on procedure and policy as to what the panic buttons are to be used for, how to use, and when to use. The panic button, when you hit it, is for an immediate threat and danger to life. These are not for an angry parent who may be irate, but not threatening. When you hit the button, Police are going to come full blazing in body armor, with guns, ready for anything. The button will be at the front entrance at each school. There will be two buttons, one is a panic button and one is a lockdown button. Work on this will continue over the summer, will be complete and implemented next school year, and will be given to everyone. The panic buttons are disconnected right now. Brett met with Officer Moreland yesterday and did a test at CVMS to make sure everything is disconnected, and they were.
- Brett Royer reported another safety issue at Antonia Crater about the Sport Court. Pieces were separating, and this has been corrected. The PE teacher went out and set all pieces back in place so it is fine now and will be safe through the rest of this school year. Please let Brett know if you see any issues like this at any schools.
- Brett will be doing more work on Risk Management issues over the next few months
- Bob Harding is retiring after 34 years with the Newberg School District. Congratulations to Bob! David Budahl is also retiring in the next month or so from Newberg High School. Both of these positions will be filled before the 2023-2024 school year.
- Rebecca Brenner, Fiscal Services Assistant and Purchasing Specialist, joined the meeting today. Rebecca works with our insurance agent on areas of safety. Rebecca wanted to let everyone know that we will be renewing our insurance policies and she is reviewing and updating schedules of what assets we have at our schools and what is insured. Rebecca will talk more to Admin. about this, but be thinking about your buildings and sites and see what has changed over the past few years and what items have gone away. She will provide a list of what we have had and may ask for this Committee's help in updating. She will be working on this in May 2023.

- Due to construction, we will be closing most schools over the summer for any activities. Each school will place closures in SchoolDude so that outside groups cannot rent facilities. CPRD Care will be at Dundee this summer and will probably be the only school available for use.
- **The next Safety Committee Meeting will be May 18, 2023.**
- **Meeting was adjourned.**

EMPLOYEE ACCIDENTS / APRIL 12, 2023 - JUNE 20, 2023

SCHOOL	DATE	JOB CLASS	INJURY	DESCRIPTION	TIME LOSS	801 FILED
JA	5/15	CLASSIFIED	LEFT CHEEK WAS SORE	STUDENT THREW SHOES AND HIT STAFF CHEEK	NO	NO
MR	5/9	CLASSIFIED	FEELING NAUSEATED	STUDENT PUNCHED STAFF IN STOMACH	NO	NO
JA	5/1	CLASSIFIED	SCRATCH ON FOREARM	STUDENT SCRATCHED FOREARM AND CAUSED BLEEDING	NO	NO
JA	5/1	CLASSIFIED	NONE	STUDENT SPANKED AND HIT STAFF 3 TIMES	NO	NO
JA	5/1	CLASSIFIED	SCRATCH ON LEFT HAND	STAFF SCRATCHED WHILE BREAKING UP FIGHT	NO	NO
ED	4/24	CLASSIFIED	SCRATCH/BRUISE ON LEFT ARM	WHILE ON A ROLLER CHAIR REACHED AND CHAIR SLIPPED OUT FROM UNDER STAFF AND STAFF FELL BACKWARDS	NO	NO
MR	4/27	CLASSIFIED	PENCIL SIZE STAB ON LEFT HAND	STAFF BLOCKED STUDENT FROM HITTING AND GOT STABBED IN THE HAND BY A PENCIL	NO	NO
MR	4/21	CLASSIFIED	BITE ON RIGHT FOREARM	STUDENT BITE STAFF ARM WHILE STAFF WAS HOLDING STUDENT HAND	NO	NO
EY	4/25	LICENSED	INCH LING LACERATION ON THE FRONT SIDE OF RIGHT CALF	WHILE CARRYING A METAL STOOL, BUMPED INTO WALL AND MADE THE STOOL HIT LEG WHICH CAUSED LACERATION	YES	YES
AC	4/24	CLASSIFIED	PAINFUL AND SWOLLEN FINGERS	STUDENT TWISTED STAFF FINGERS	NO	NO
MR	4/17	CLASSIFIED	BITE ON RIGHT WRIST	STUDENT BITE STAFF ARM WHILE STAFF WAS HOLDING STUDENT HAND	NO	NO
MR	4/13	CLASSIFIED	NONE	STUDENT PULLED STAFF HAIR AND SOME CAME OUT	NO	NO
MR	4/12	CLASSIFIED	NONE	STUDENT WANTED PREFERRED EA AND KICKED STAFF	NO	NO
AC	7/11	LICENSED	CONCUSSION, CUT ON HEAD	SAT IN STUDENT CHAIR, CHAIR COLLAPSED	YES	NO
MR	7/20	CLASSIFIED	SCRATCH ON ELBOW	LOST CONTROL OF BUFFER MACHINE	NO	NO

STUDENT ACCIDENT REPORTS

April-June 2023

SCHOOL	GRADE	SEX	DATE	INJURY	DESCRIPTION
CAT	10	F	04/05/23	Burn; left hand	Field trip: Student touched hot equipment when cleaning up.
EY	K	F	04/11/23	Bump; left eyebrow	Hit by a hockey stick during PE.
EY	4	F	04/17/23	Throat	Swallowed a staple.
DD	3	M	04/18/23	Head	Playing soccer, fell, and another student kicked him in the head.
NHS	11	M	04/19/23	Bruise/Bump; neck, back	Hit in the back and neck by another student with an Ipad.
NHS	12	M	04/19/23	Bruise; shoulder	Hit in the back and neck by another student with an Ipad.
CVMS	8	F	04/21/23	Laceration/ left finger	Nicked finger on saw.
JA	1	F	04/24/23	Head	Ran face first into a Care worker.
EY	3	M	04/25/23	Bump; head	Ran into pole on playground. Hit head in the middle of forehead.
DD	2	M	04/25/23	Laceration; right wrist	Running on play structure, and ran wrist against a sharp piece of metal.
CVMS		M	05/01/23	Right elbow/forearm	Playing Buckle Ball in PE when another student ran into him. Fell to ground catching elbow/arm.
DD	1	M	05/01/23	Fracture; left wrist	Fell off play structure and landed on arm.
CVMS	7	M	05/03/23	Left arm	Running, fell forward on gravel, landed on arm.
NHS	9	M	05/03/23	Sting; right arm	Bee sting on the football field. Swelling at the location of sting.
CVMS		M	05/11/23	Laceration; right elbow, knee	Student stepped over a desk chair, fell toward and hit a rolled up floor mat with spikes on it.
DD	5	F	05/11/23	Head	Fell off merry-go-round as it was spinning and hit her head.
NHS		M	05/12/23	Fracture; nose	Head butt to face. Heard nose crack.
DD	1	M	05/16/23	Head	Student was hit in the face with a soccer ball.
MYMS	8	M	05/15/23	Lip	Fell down in PE. Think he may have bit his lip.
CVMS		F	05/16/23	Bruise/bump; Ankle, wrist, knee	Upon exiting building, student slipped on mat in doorway skinning his knee, hitting shins and thighs on metal bar.
DD	3	M	05/16/23	Head	Playing basketball and ball came down on student's head.
CVMS		F	05/17/23	Bruise; nose	In PE holding plastic bat when another student, by accident, hit bat which then hit nose.
CVMS		F	05/19/23	Red mark; shoulder	Hit by another student.
AC	2	M	05/22/23	Sprain/bruise; left ankle/foot	Climbing on pile of mats, jumped off and hurt foot.
MYMS	8	M	05/24/23	Laceration; back of head	Other students were throwing rocks towards group of students. One rock hit student in the head.
AC	K	M	05/25/23	Bruise; left eye	Jumping over high jump station when another student pulled the tube and it hit student in the eye.

SCHOOL	GRADE	SEX	DATE	INJURY	DESCRIPTION
NHS	12	M	06/01/23	Chest	Hit by another student.
NHS	9	F	06/02/23	Passed out	After PE test, throwing up, signs of passing out, pale skin, hot to the touch, and could not verbalize what was happening. Given water and cooled down with wet rags.
CVMS	10	M	06/13/23	Dislocated left thumb	Play fighting at lunch, fell down on ground, another student landed on his hand.
CVMS		M	06/15/23	Possible fracture; nose	Student jumped into bleachers and caught foot resulting in hitting head/face on bleachers.

**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	None	3/24/2023	4/14/2023	None	None
	Time	8:45am	8:45am	9:19am	1:03pm	1:16pm	Evac. To	9:15am	10:03am		
	Fire	9 min.	3.50 min.	2.40 min.	2.40 min.	3 min.	CV due to	4 min.	3 min.		
	ED		10/20/2022				gas smell.				
	LD										
CVMS	Date	9/21/2022	10/20/2022	None	12/14/2022	1/31/2023	2/28/2023	3/21/2023	None	5/3/2023	6/21/2023
	Time	11:45am	3:25pm		1:32pm	10:40am	8:47am	9:50am		9:34am	11:51am
	Fire	1.52 min.	2 min.		2 min.	2.32 min.	1 min.	2.24 min.		2 min.	1 min.
	ED		10/20/2022				2/28/2023				
	LD			11/3/2022					4/27/2023		
DD	Date	9/13/2022	10/19/2022	11/15/2022	12/6/2022	1/26/2023	2/27/2023	3/21/2023	4/13/2023	5/24/2023	6/14/2023
	Time	9:02am	12:50pm	1:15pm	10:15am	10:00am	12:40pm	2:00pm	10:00am	9:20am	1:00pm
	Fire	1.41 min.	1 min.	1.42 min.	2.12 min.	1.30 min.	2.08 min.	2.58 min.	2.47 min.	2.36 min.	2.24 min.
	ED		10/20/2022						4/13/2023		
	LD		10/19/2022						4/13/2023		
ED	Date	9/14/2022	10/20/2022	11/17/2022	12/14/2022	1/27/2023	2/28/2023	3/22/2023	4/26/2023	5/30/2023	6/8/2023
	Time	10:20am	10:20am	1:30pm	1:25pm	1:25pm	2:00pm	10:17am	9:40am	10:00am	1:25pm
	Fire	2.57 min.	2.45 min.	1.38 min.	2.23 min.	2.15 min.	1.50 min.	1.28 min.	1.30 min.	1.10 min.	1.39 min.
	ED		10/20/2022								
	LD					1/31/2023					6/5/2023
EY	Date	9/13/2022	10/20/2022	11/9/2022	12/6/2022	1/31/2023	2/27/2023	3/22/2023	4/26/2023	5/25/2023	6/9/2023
	Time	1:04pm	10:12am	10:10am	1:00pm	1:02pm	10:11am	10:15am	12:25pm	10:00am	10:15am
	Fire	1.33 min.	1.43 min.	2.10 min.	1.40 min.	2.39 min.	2.38 min.	1.49 min.	2.15 min.	1.22 min.	3.08 min.
	ED		10/20/2022				2/27/2023				
	LD									5/9/2023	
JA	Date	9/14/2022	10/27/2022	11/10/2022	12/5/2022	1/20/2023	2/27/2023	3/15/2023	4/20/2023	5/18/2023	6/6/2023
	Time	1:30pm	1:30pm	8:30am	8:05am	12:59pm	1:26pm	9:47am	1:07pm	12:27pm	1:57pm
	Fire	2.38 min.	1.47 min.	1.36 min.	1.35 min.	1.32 min.	1.41 min.	2.58 min.	1.33 min.	1.18 min.	1.17 min.
	ED		10/27/2022							5/18/2023	
	LD			11/17/2022							
MR	Date	9/14/2022	10/21/2022	11/22/2022	12/22/2022	1:30/23	2/27/2023	3/22/2023	4/26/2023	5/26/2023	6/14/2023
	Time	9:35am	8:55am	9:12am	9:10am	1:23pm	1:24pm	9:30am	1:25pm	9:30am	1:29pm
	Fire	1.43 min.	1.58 min.	2.03 min.	1.30 min.	1.49 min.	2.10 min.	1.10 min.	1.47 min.	1.52 min.	1.37 min.
	ED		10/20/2022						4/26/2023		
	LD		10/18/2022							5/26/2023	
SEC	Date	9/15/2022	10/9/2022	11/3/2022	12/13/2022	1/18/2022	2/1/2023	3/23/2023	4/27/2023	5/25/2023	None
	Time	9:20am	9:30am	10:45am	12:55pm	11:30am	11:15am	11:31am	1:04pm	12:40pm	
	Fire	5 min.	3.5 min.	5 min.	4 min.	4 min.	5 min.	4 min.	4 min.	3 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	2/16/2023	3/24/2023	4/17/2023	5/18/2023	6/12/2023
	Time	1:20pm	1:00pm	1:47pm	10:40am	12:57pm	9:47am	2:35pm	8:55am	AM	9:59am
	Fire	6.01 min.	2.20 min.	2.25 min.	4.46 min.	3.10 min.	2.57 min.	3.48 min.	3.10 min.	5.06 min.	2.45 min.
	ED			11/8/2022						5/18/2023	
	LD									5/18/2023	
NHS	Date	9/9/2022	10/11/2022	11/10/2022	12/15/2022	1/19/2023	None	3/15/2023	4/17/2023	5/15/2023	6/6/2023
	Time	10:32am	3:24pm	2:30pm	2:30pm	10:42am		2:40pm	7:08am	11:10am	3:25pm
	Fire	9.20 min.	12 min.	9.50 min.	10 min.	7 min.		11.13 min.	9 min.	12 min.	10 min.
	ED					1/19/2023					
	LD	9/13/2022									

**NEWBERG SCHOOL DISTRICT
 SAFETY DRILL REPORT**

LOCATION											
DO	Date	None	None	None	None	None	None	None	None	None	None
	Time										
	Fire										
	ED										
	LD										
LOCATION											
SAIL (U.M.)	Date	None	None	11/3/2022	12/13/2022	1/27/2023	None	3/1/2023	4/28/2023	None	None
	Time			11:00am	2:50pm	2:40pm		2:18pm	3:12pm		
	Fire			3 min.	3 min.	2 min.		2 min.	2 min.		
	ED					1/27/2023					
	LD										

**Safety Committee Work Orders
2023 - 2024**

WO#	DESCRIPTION	Site	Date Open	STATUS	COMP DATE
	No new Safety Work Orders to Report - 7/26/23.				

SAFETY MEETING CALENDAR
2023 – 2024

July 20, 2023

August 17, 2023

September 21, 2023

October 19, 2023

November 16, 2023

December 21, 2023

January 18, 2024

February 15, 2024

March 21, 2024

April 18, 2024

May 16, 2024

June 20, 2024