

NEWBERG SCHOOL DISTRICT SAFETY MEETING

October 20, 2022

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 November 17, 2022 at 9:00 a.m.

**NEWBERG SCHOOL DISTRICT
SAFETY COMMITTEE
MEETING MINUTES
August 18, 2022**

Members Present: Via Google Meeting: Larry Hampton, Dale Seachord, Bob Harding, Rachele Lane, Brian Curio, James Rodgers, Tracy Lozada

Members Absent: Annie Berger, Lori Britton, Hung Nguyen, Greg Troutman, Albert Segundo, Ricky Sellers, Jennifer Marshall

Approve minutes from May 19, 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 May 19, 2022 Meeting. Safety Committee did not meet in June. Quarterly Safety Inspections were completed. Committee also did not meet in July 2022.
 - Superintendent contacted Larry about getting ten new defibrillators from Providence. Not sure exactly when they will be here, but ten new ones coming. Should be enough to update our inventory.
 - Annie Berger was looking into first aid kits. She is not back from summer break yet. Will have more information at next meeting.
 - Larry met with all but one of the elementary principals yesterday and the Fire Marshall, Stephanie McKee. Shared with Principals guidelines about 50% of walls not covered. At most, 50% of wall space cannot be covered with paper. 50% of walls in classrooms. 20% of walls in hallways. Nothing hanging from ceilings. No fabric at all on the ceiling unless it is treated with fire retardant. There are a few places where we have vinyl over lights, and that is ok as long as they are fire rated. There are specific fireproof light covers that can be ordered. If schools want or need fire retardant, it is available on Amazon. Make sure we have an SDS for whatever product is ordered and used. Document what has been treated, and when, so this can be reviewed by the Fire Marshall if requested. 3D paper items, trees, etc., cannot be put up.
 - Bob Harding asked about State flag in the Commons at Mountain View. Should these be treated? Larry was not sure. Fire Marshall did not specifically talk about those.

- The Fire Marshall is sending out a recap today along with a couple of checklists on what to watch for. One list is for teachers and one for custodians. This is for elementary schools. Middle Schools and High School are different because they do not usually have as much stuff on the walls.
- Bob Harding asked about LED lights hanging in LRC rooms. This came up last year at Joan Austin and the Fire Marshall said this was Ok. Just make sure they do not hang so low that someone could run into them and choke themselves.
- Larry emphasized that items that draw more amps should be plugged directly into the wall. Not extension cords. We would rather not have refrigerators or microwaves in classrooms, but if they are, they need to be plugged directly in to the wall. Power strips are fine for computers. No daisy chaining of power strips.
- Some older schools do not have a lot of plug-ins, but we just have to do the best we can.
- Larry asked the Committee to let people know that as part of the Bond we are buying door locks for the entire district so we can get away from magnets. These have to be pulled off during a fire or drill so the doors can be locked. Doors have to be secured closed when staff leaves the buildings. The Fire Marshall will overlook this as long as we are diligent when leaving the room. These are needed for lockdown security.
- Fire Marshall emphasized to Principals that they have to have a fire drill within the first 10 days of school. Talked about earthquake and lockdown drills as well. Schools should have two Earthquake and two Lockdown drills each year. We have a lot of new people, principals, secretaries, etc., so training is needed. Trying to get back to more of the safety protocols that we were doing before Covid.
- Dale Seachord asked what is happening to with the entrance at the High School. Larry Hampton said that for a limited time Elliott Road will be opened one way when school starts. Bond contacts were given the okay to close down for a limited time in August so they could get started with their work. Our students can also come in on Sitka. Quite a bit of parking is lost right now on the Elliott side, but some temporary parking has been setup on the Douglas Avenue side of the school. It will most likely take a little time to show students at the beginning of school where to go.
- **Work Related Injuries reviewed.**
 - Larry noted that there are a couple of schools that will have ongoing construction during the school year. At Antonia Crater the play structure will not be done so that will have to be fenced off. There will be machinery moving around and trucks going through. They will schedule this as much as possible around students coming and going. At Mountain View things will still be dug up and torn up so this is going to ongoing and things will not be put back together as well as we would like. Be vigilant around these projects and keep staff and students away from this as much as possible.

- Rachele Lane said that the sport court has posed a problem. It is a tripping hazard. May have to close it down because it moved so much. The previous Principal, John McAndrew, was working with the manufacturer and the company who put it down. Rachele suggested leveling the one space and then stake the edges so it cannot move outside in its frame. Larry Hampton said that maybe some kind of frame around the outside so it cannot move. The problem is that we have limited people to spend time working on that. It would be great if the PTO would step up and have someone fix it. They said it was more the contactor's workmanship. That is going to be an ongoing issue.
- **Student Incident Reports reviewed.**
 - Student accidents were reviewed.
- **Safety Drills Report reviewed.**
 - Larry reminded Committee to start the year out with a new fire drill in the first 10 days. Also, train your office staff to send information on when drills are completed. A report should be sent to Tracy Lozada to log for Safety Committee. The Fire Marshall reiterated again to record the time from when you pull the alarm and stop when the last person is out of the building. Not when you establish where everyone is. Drills should not take more than 2-3 minutes to get everyone out. It is okay to continue checking, but as far as the time for the actual drill reported, that is different. Remind staff that Earthquake and Lockdown drills are not timed. Larry encouraged that the second Lockdown drill of the year should have the Police involved to get an outside view on how we are doing. They will be putting some effort into the District this year to look at how we are doing Lockdown and Earthquake drills. Will also be looking at reunification. Have not addressed that for awhile. Look at "I Love You Guys". This is the organization of parents who are involved. We have had four main protocols that we are using and there is a fifth one now. This group was established by parents who lost a child in a school shooting.
- **Safety Work Orders reviewed.**
 - No new Safety Work Orders.
- **New Business:**
 - Let James Rodgers know if there are issues with locks and card keys.
 - Rachele Lane asked about approving comp time to get the schools in order before schools starts. Let Larry know what the need is. This is not unlimited. Many Bond projects are supposed to be finishing up in the next few days, but there will still be projects that won't be finished for a few weeks after school starts. Just have to work around the best we can.
 - Bob Harding suggested checking with the contactors because some of them have cleaning crews that will come in and clean up after projects are finished. They are not going to wax floors, but they should clean.
- The next Safety Committee Meeting will be September 15, 2022.
- Meeting was adjourned.

SEPTEMBER 6 - OCTOBER 20, 2022

SCHOOL	DATE	JOB CLASS	INJURY	DESCRIPTION	TIME LOSS	801 FILED
AC	10/3	LICENSED	LEFT AND RIGHT SHOULDER AND NECK HURT	METAL OBJECT STICKING UP IN THE HALLWAY	NO	NO
JA	9/29	LICENSED	CUT AND BRUISE ON LEFT SHIN	THROWING CHROMEBOOK	NO	NO
CV	9/28	LICENSED	SMALL BRUISE ON RIGHT HAND	STUDENT BIT RIGHT HAND	NO	NO
NHS	9/16	CLASSIFIED	LIGHT SCRATCHES	HANDS	NO	NO
NHS	9/16	CLASSIFIED	GRABBED STAFF IN FRONT	UPSET ABOUT GOING TO CLASS	NO	NO
NHS	9/6	LICENSED	BUMP ON BROW BONE ABOVE RIGHT EYE	SHELF UNIT ABOVE DESK FELL OFF THE WALL AND BUMPED HEAD	NO	NO
MR	9/6	CLASSIFIED	SCRATCH MARKS ON MY HANDS AND ARMS	STUDENT SCRATCH OUT OF FUSTRATION	NO	NO
MR	9/6	CLASSIFIED	BITE ON LEFT HAND	STUDENT BITE	NO	NO

STUDENT ACCIDENT REPORTS September / October 2022

SCHOOL	GRADE	SEX	DATE	INJURY	DESCRIPTION
EY	5	M	09/07/22	Finger	Caught finger in swing chain.
NHS	11	F	09/16/22	Felt Faint	Felt like she was going to faint. Lay down in the hallway. Cold compress applied.
NHS		M	09/17/22	Fracture; collar bone	Student did an acting fall as part of a game called Bang and fell on his shoulder. Broke collar bone.
NHS	11	M	09/19/22	Laceration; left knee	Fell outside on the turf into bleacher that sliced his leg at the knee.
CVMS	7	M	09/20/22	Abrasion; center of chest	Playing on exercise equipment by softball fields. Other kids were playing with equipment and it flew back and hit him on his chest.
CVMS	6	F	09/21/22	Left clavicle	Student was on workout equipment when another student stood up off the seat. The bars came down forcefully and hit her on the clavicle.
JA	2	M	09/26/22	Face/tooth	Playing basketball under the blacktop when he tripped and fell.
AC	5	F	09/28/22	Other	Student picked up what was reported as a used condom on the playground. She sanitized her hands with hand sanitizer and then washed with soap and water.
JA	2	M	09/29/22	Upper lip	While playing on rock wall, slipped, and hit his face. Upper lip had a laceration on both the inside and outside.
JA	5	M	09/29/22	Nose; between nose and lip	Another student accidentally kicked him in the nose while trying to pick up a ball.
JA	3	M	09/29/22	Ankle; L	Twisted ankle walking back to class from the bathroom.
AC	K	F	09/30/22	Wrist; R	Appeared to be having a panic attack and holding her wrist. Mom called and picked her up.
JA	K	F	10/03/22	Lip; bump	Ran out of PE class, bumped into something, came to the office with a slightly swollen lip with small amount of blood from lip.
JA	5	F	10/03/22	Abrasion; left ankle	Playing on play structure, scratched her ankle as she was jumping down. Small cut/scratch on ankle.
JA	5	M	10/05/22	Laceration; right knee	Walking around, tripped over clipboard, falling on the clipboard and slicing knee.
AC	1	F	10/10/22	Bite; elbow	SPED student bit her on her left elbow.
AC	1	M	10/10/22	bite; L forearm	Was bitten by another student.
NHS	9	M	10/10/22	Neck	Hit in the back of the neck with a frisbee. Neck popped.
CVMS	8	F	10/10/22	Bruise; arm	Student had arm draped over the back of a chair when another student from behind pushed their out to stand up. Pinched her upper arm.
JA	4	M	10/11/22	Abrasion; L hip	Student was pushed to the ground and scraped his hip. Rough housing/playing with another student. Accident.
JA	3	F	10/11/22	Arm; R	Pinched by another student.

**NEWBERG SCHOOL DISTRICT
 SAFETY DRILL REPORT**

LOCATION	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
AC	Date	9/16/2022								
	Time	8:45am								
	Fire	9 min.								
	ED									
	LD									
CVMS	Date									
	Time									
	Fire									
	ED									
	LD									
DD	Date	9/13/2022								
	Time	9:02am								
	Fire	1.41 min.								
	ED									
	LD									
ED	Date	9/14/2022								
	Time	10:20am								
	Fire	2.57 min.								
	ED									
	LD									
EY	Date	9/13/2022								
	Time	1:04pm								
	Fire	1.33 min.								
	ED									
	LD									
JA	Date	9/14/2022								
	Time	1:30pm								
	Fire	2.38 min.								
	ED									
	LD									
MR	Date	9/14/2022								
	Time	9:35am								
	Fire	1.43 min.								
	ED									
	LD									
SEC	Date									
	Time									
	Fire									
	ED									
	LD									
MVMS	Date	9/26/2022	10/4/2022							
	Time	3:30pm	1:00pm							
	Fire	6 min.	2.20 min.							
	ED									
	LD									
NHS	Date	9/9/2022								
	Time	10:32am								
	Fire	9.20 min.								
	ED									
	LD	9/13/2022								

ED = Earthquake Drill
LD = LockDown Drill

NEWBERG SCHOOL DISTRICT SAFETY DRILL REPORT

10/19/2022

LOCATION										
DO	Date									
	Time									
	Fire									
	ED									
	LD									

Safety Committee Work Orders
2022 - 2023

WO#	DESCRIPTION	Site	Date Open	STATUS	COMP DATE
	No new Safety Work Orders to Report - 10/20/22				

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