

SAFETY COMMITTEE MEETING

July 23, 2018

Minutes

Present

Jen Adams, Alesia Rudinski, Dale Crans, Kurt Kunze, Wanda Erb, Anne Logue

Call to order: 1:00 pm

- I. The current structure and format of the Safety Committee was reviewed by those in attendance. A review of sample school district Safety Workplace Committee Bylaws and Mission Statements, provided by Wanda Erb, was conducted. Attached are WASD Safety Committee Bylaws found from 2009 for this committee's review at our next scheduled meeting. It was agreed it is necessary to revise the existing bylaws and update as deemed appropriate, including the revision of the number and type of employees who should serve on this committee.
- II. Wanda Erb advised of the necessity of allowing any employee the ability to email a representative of the committee, with any safety issues or concerns the employee wishes to report. Kurt Kunze will follow up with IT and obtain an email, separate from his work email, for such correspondence to be emailed to him.
- III. Wanda Erb also advised of the necessity to post committee meeting minutes, bylaws, etc... on the WASD website for employees to access. Anne Logue will follow up with IT and get this item accomplished, in conjunction with the new role out of the WASD website.
- IV. Claims Review – It was agreed that Kurt Kunze would email all committee members, in advance of each meeting, a copy of a spreadsheet, completed in HR, which lists all reported workers' compensation injuries and necessary details of the injuries and events, required for the committee to review and determine if any safety issues/concerns are evident and if measures must be taken to alleviate safety issues/concerns found.
- V. Safety Inspections – Wanda Erb also advised that each building safety inspection completed by the committee may be considered as a mandated monthly meeting. It was agreed to proceed in this fashion and determine a schedule, once the committee's bylaws are updated and finalized.
- VI. Kurt Kunze will send a survey to the committee to determine what date/time works best for the next meeting, to be held in August.
- VII. Dale Crans and Jen Adams will solicit at least one additional professional staff and support staff member to participate on the committee. Anne Logue will also try and solicit a support staff member, representing the Aides/Paraprofessionals and Food Service.
- VIII. Meeting adjourned at 2:00 pm.

Respectfully Submitted,
Anne Logue
Secretary