

SAFETY COMMITTEE MEETINGS

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- How we got started?
- Importance of a Safety Committee Meeting
- Creating a team
- How often should we meet?
- Documentation
 - Agendas-What should we talk about
 - Minutes-How do we document our meeting
- Spreading the wealth (and work)
- Success of a Safety committee

GOALS OF PRESENTATION



“YOU HAVE YOUR CSRM DESIGNATION...NOW YOU CAN
CREATE AND LEAD THE DISTRICT SAFETY TEAM”

- What do we know?
- What do we do?

HOW WE GOT STARTED...

- Can have a significant positive impact on district
- Opportunity to sit down as a team and engage in meaningful safety discussions
- Information from safety meeting can be shared at building levels-all on same page
- Work to implement effective corrective action and apply to all buildings
- Demonstrates the importance of safety in your district

IMPORTANCE OF A SAFETY COMMITTEE MEETING

- Variety in members
 - Representative of workforce
 - Safety champions
 - Rotation of members suggested
- Include First responders (Police, Fire, etc)
- Involvement of students where you can
- Train team and continually learn together
- Let everyone in your team have a voice

CREATING A TEAM

- No right or wrong answer. It must be what works in your district.
- Demonstrate importance of safety, discuss safety mitigation strategies, corrective actions and improvements

HOW OFTEN SHOULD WE MEET

- Our meetings
 - Started out
 - Once a month
 - 4 hours from 7:45-11:45 am
 - Year two did every other month –Effectiveness changed? Why?
 - Current-same as when we started out but now also use the time as work time as needed

HOW OFTEN SHOULD WE MEET

Answer

- Often enough to keep safety in the forefront (a priority)
- Often enough to have current meaningful discussions, create relevant solutions, and implement potential preventative measures regarding the safety of all students and staff

HOW OFTEN SHOULD WE MEET

Why Document???

- Keeps us on track
- Creates a record for us to go back to as well
- Allows the team to be prepared
- Gives team direction for month
- Easy to use to report to stakeholders

DOCUMENTATION

- Agenda

- Create a standard agenda so important topics are discussed at each meeting
- Open action item section so you can keep track of items you want or need to complete.
- Completed action items section so team members and administration can see the successes of the team and feel sense of accomplishment
- Injuries since last meeting/Corrective action effectiveness
- Time for representatives to provide updates from their buildings/areas
- Who receives agenda?

AGENDAS-WHAT SHOULD WE TALK ABOUT

- [Meeting Agenda August 2012](#)
- [Meeting Agenda April 26, 2017](#)
- [Meeting Agenda February, 2019](#)

AGENDAS

- Take notes during meetings
- Create minutes from notes
- Indicate action items and who is responsible
- Provide something for team to refer back to
- Provide information for reports to administration
- Maintains accountability of team

MINUTES-HOW DO WE DOCUMENT OUR MEETINGS

- [Meeting minutes August 2012](#)
- [Meeting minutes April 2016](#)
- [Meeting minutes February 2019](#)

MINUTES

- No one person can do it all alone
- You don't want one person to do it all
- Safety is everybody's responsibility

SPREADING THE WEALTH (AND WORK)

We don't have time!

This is too scary for the students!

I am not an expert on this subject...how can I write the curriculum?

We are going to do it differently at our building.



Our principal doesn't agree with that so we aren't going to do it.

We have too many other initiatives...

Roadblocks?

What account are we taking that out of?

- Have administrative buy in, representation and involvement
- Create cross-functional team-Our members are our experts
- Hold regular meetings –DO NOT CANCEL
- Prioritize, set goals, keep discussion focused on current agenda item
- Develop agenda/Take minutes
- Review trends in your organization
- Involve members in investigations and inspections
- Make sure you challenge staff so they think on their own
- Make a difference-don't hold a meeting because it's required
- Recognize that helping the teachers helps your students as well
- Make necessary changes

SUCCESS OF A SAFETY COMMITTEE



What Questions Do You Have?