



Safety Committee Meeting Minutes

Independent School District 15 • St. Francis, Minnesota

Minutes submitted by Human Resources Director Brandon Nelson

April 20, 2017 Meeting

Meeting Minutes

Review minutes from last meeting

The minutes were reviewed and accepted.

Minnesota Schools and Occupational Health and Safety Administration (OSHA)— What is the Target? – IEA

Everyone is responsible for safety. The following topics were covered:

- History of OSHA
- National data versus school district data
- Areas to highlight and be aware of

Key message: Employees play a large part in cooperation.

Injury Report – Krause Anderson

Injury data was reviewed. The district's data is similar to that of other districts.

Summer Safety – Krause Anderson

Heat related illnesses are a concern. Highlighted risk factors. Stay hydrated.

Emergency Plan Flip Charts

Incorporated recommendations from the committee. Plan to be in buildings for the start of the next school year.

Building Reports/ Safety Concerns

None. Question about hats and protection from sun. Sunscreen is provided for outside work, should be personal protective equipment.



Behavior-based safety

Introduction:

Behavior Based Safety is a proactive approach that measures and coaches safe work practices. Safety is about people helping other people on the job.

This includes talking to each other about safe behaviors or risky behaviors you see first hand. Doing so shows active care and concern for yourself, your co-worker and the company you are working for.

Making observations:

You can impact safety by getting involved, working together and addressing critical behaviors such as:

- Lifting methods
- Personal protective equipment use
- Methods used to access elevated work areas
- Work speed or hurry
- Driving practices
- Work methods and work layout
- Housekeeping

Safe procedures:

- Have care and concern for yourself, co-workers, and your company.
- Observe what is going on around you as you go about your work.
- Commend co-workers when you see a safe work practice. For example, “Your eye protection looks good.”

- Coach your co-worker when you see they are at risk of injury. Ask his or her permission to share what you see. For example, “If I see something that could cause you to be injured, would you want to know about it?” Use words that are positive and supportive. If there is a barrier, talk about the best way to address it.

Conclusion:

Promoting safe behaviors will help prevent injuries. Do your best to be observant of others' behaviors and to make positive recommendations.

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