



# Safety Committee Meeting Minutes

St. Francis Area Schools • St. Francis, Minnesota

Minutes submitted by Human Resources Director Brandon Nelson

April 19, 2018 Meeting

## Meeting Minutes

### Review minutes from last meeting

The minutes were reviewed and accepted.

### Year End Review – Injuries (Brandon Nelson)

Krause Anderson prepared and presented a PowerPoint presentation providing a year end review. Lost time and medical only injuries are running lower than the previous two years.

### Stress Management (IEA)

IEA prepared and presented a PowerPoint presentation. Stress to a point is okay. If past comfort zone, need to evaluate and make changes. There is an association between stress and injuries. Also, there is an association to job satisfaction.



### Building Project – Security Standard (Chris Wirz)

There will be standard entry to all buildings. Visitors will need to be “buzzed” in. All will be at the same single point of entry. More work needs to be done and decisions need to be made.

### Building Reports/Safety Concerns

- AEDs – hearing end of service. When to be replaced? Brandon Nelson will talk to Sonni Buerskin.
- Lifelong Learning Center – ALICE. Who is overseeing. Are all on same page?
- Incident/discussion/followup. Safety/injury prevention suggestion form - Seek a lighter drill
- St. Francis High School – light out – music area. All part of bond.



## Employee responsibility in safety

### Introduction:

Employers and supervisors expect employees to be responsible. This starts with getting to work on time, working safely through the day and bringing concerns to their supervisor

An effective Accident Prevention Program includes defined responsibilities for management, supervisors, and employees.

- **Management** is responsible for the safety and health of all employees as well as providing a safe workplace.
- **Supervisors** are responsible for providing a safe workplace as well as managing the operations issues.
- **Employees** have responsibilities in safety too.

### Employee responsibilities include:

- **Listen and learn** from any training. Be an active participant in learning a job skill or safety issue.
- **Ask for assistance** if training or instructions are not clear or you don't feel comfortable performing the task.
- **Follow all safety rules**, including safe procedures and use of personal protective equipment.
- **Report unsafe acts** and near misses immediately. Especially if the unsafe act is ongoing. This will help keep the workplace safe for everyone.
- **Report all injuries** to a supervisor immediately.
- **Address problems** with the supervisor. Always try to give solutions to a problem. (You may understand more than the supervisor about the problem and how to fix it.)
- **Re-address un-resolved issues** with your supervisor. The supervisor may have forgotten about those issues you brought up previously.

- **Be active** in the safety of the workplace. Participate in safety committee meetings, safety meetings, and when trained in a safety issue.

### In conclusion:

These are just a few areas where employees have responsibility. There are many others. Look for other areas to assist in safety and operations. Bring these ideas to a supervisor's attention. This input is appreciated.

The name of the game is clear and open communication between management, supervisors and employees

# SFM<sup>®</sup>

The Work Comp Experts

3500 American Blvd. West, Suite 700  
Bloomington, Minnesota 55431-4434

© 2008 SFM 0308 All rights reserved.

www.sfmic.com

### Next Safety Committee Meeting

October 25, 2018

1:45-3:00 p.m.

District Office  
4115 Ambassador Blvd. NW  
St. Francis