

March 8, 2011

## Health and Safety Committee

Present: Anna James, Carl Davis, Myron Huntley, Donna Manca, Kim Reynolds

Meeting called to order: 11:10

The following items were discussed:

1. **Minutes from Oct 2010 meeting** – Mr. Huntley reported that the hand sanitizer in the media center was adjusted to a better height for young students, the playground fence had been replaced, the broken “glider” on the playscape was removed and the day care’s sandbox removed due to sanitary concerns. Mr. Davis provided final drafts of the IDCS Emergency Procedures. The Committee reviewed and agreed they were ready. They will be printed and posted in the document pockets mounted in rooms.
2. **Insurance Walk-through** – The UTICA National risk management representative conducted a survey of all school facilities several weeks ago and had no required corrective actions. One recommendation was to add a motion sensor to the exterior lighting on the Crown St. building.
3. **Traffic Control and Safety** – the Director provided information regarding an incident with a family presenting a safety hazard to our crossing guards. The Norwich Police have been present in the morning on several days to monitor conditions. Reflective safety vests have been procured for those working in the crosswalks and at the guard shack. A formal request has been made for a crossing guard to be provided by the City of Norwich. We are investigating the possibility of placing signs to restrict parent/guardian traffic to the lower lot during arrival and pick-up times. To enhance traffic flow, the feasibility of adding an exit to the Crown St. lot directly to Thermos Ave will be investigated.
4. **Tree around Crown St. building** – some of the trees present a potential hazard to the power line coming into the building from the street. Additionally, the trees block too much sunlight for the raised garden beds the students are planting. A survey of the scope of work for removal/trimming will be done and cost estimates obtained.

5. **Employee and Student Safety awareness** – The school’s worker’s compensation insurance rating increased 30% at renewal due to some high cost employee injuries over the last 3 years. This will cost the school an additional \$4,000 in insurance for the coming year and has already cost lost work time for valuable employees. We need to emphasize the need to be aware of what everyone is doing, to do it in an appropriate, safe manner and not to use equipment inappropriately. It was also brought up that general practices have slipped in some areas around the school. The lunchroom was used as an example – when it is set up for service or being clean, traffic should not cut across the room – the pathway should be around the perimeter. The hazards posed by drink spills was also discussed – drinks carried around the building present a slip and fall hazard in halls and on stairs if spilled. Students should not normally be taking any food out of the cafeteria. The Director will draft some school rules on the topic.

**Meeting adjourned: 11:55**

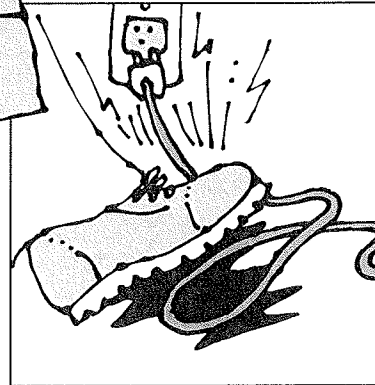
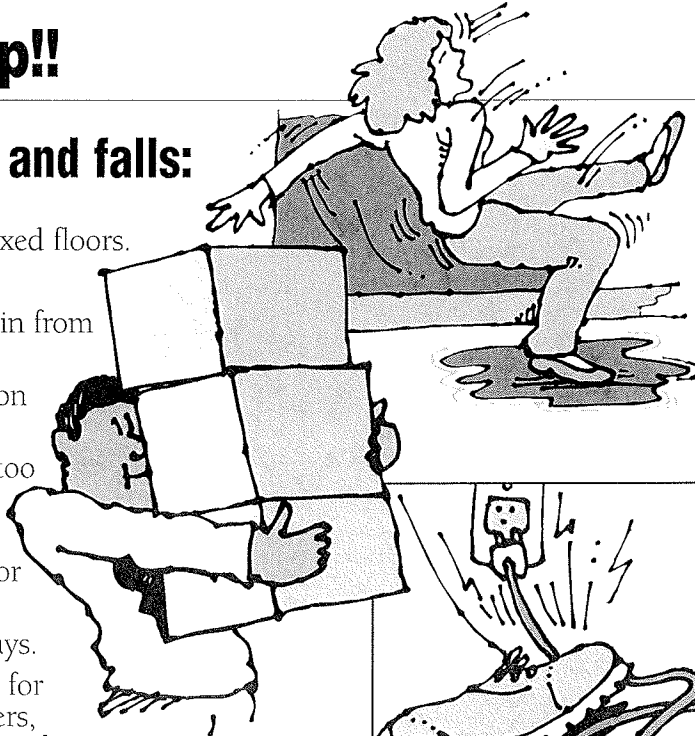
# handout

## Slips and Falls | Watch Your Step

### Watch Your Step!!

#### To avoid slips, trips, and falls:

- + Walk carefully on wet and waxed floors.
- + Clean up or report all spills.
- + Wipe your feet when coming in from the rain or snow.
- + Pick up ANYTHING you see on the floor.
- + Don't carry a stack of objects too tall to see over.
- + Use a safe stepladder to reach tall objects, not a box, chair, or countertop.
- + Keep cords away from pathways.
- + As you walk, check your path for anything sticking out—drawers, supplies, trash cans, brooms, and mops.
- + Watch out for uneven floors and changes in floor level.
- + Keep your hands at your sides, not in your pockets.

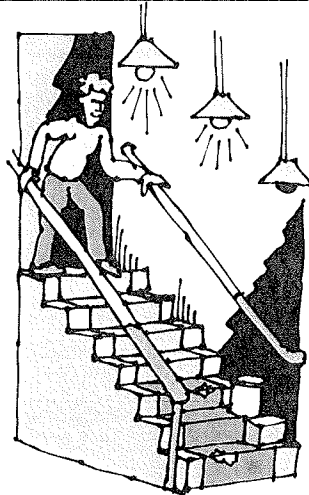


**WALK-DON'T RUN!! WALK-DON'T RUN!! WALK-DON'T RUN!!**

### Stairway Safety

#### DO:

- + Use handrails
- + Watch out for loose or worn flooring
- + Watch out for loose, torn, or worn carpet
- + Report burned-out bulbs or poor lighting
- + Pick up any foreign objects
- + Pay attention to where you're going
- + WALK!



#### DON'T:

- + Store or throw anything on steps or stairways
- + RUN!

#### Note:

Call \_\_\_\_\_  
 at \_\_\_\_\_  
 to report any maintenance problems.