

**OCCUPATIONAL SAFETY & ACCIDENT PREVENTION COMMITTEE**  
**Bellingham School District**

**MINUTES**  
**January 13, 2009**

**Members Present:**

Paul Berg	Mike Dalton	Chris Dean
Mike Dobbins	Sue Dunn	Paulette Freeman
Carol Jimeno	Lauri McBeath-Davies	Laura Murdzia
Nancy Reynolds	Steve Rogers	Denise Suess
Warren Swanson	Mea Tyas	

**Members Absent:**

Mike Anderson	Dick Drost	Brett Greenwood
Jeanette Herrera	Steve Morse	Matthew Read
Tim Stricklett		

Meeting called to order at 3:35 pm.

Approval of November 18, 2008 minutes: minutes approved as printed

**Unfinished Business:**

- \* Follow up on student who was moved to another school – injuries have not continued.
- \* What has happened with practice fire drills at Central Services? Denise sent out an e-mail detailing procedures, but has not heard back from every department head.

**New Business:**

- \* *Lockdown Training:* The question arose – is itinerant staff trained on procedures when schools are in lockdown. Staff arrived at Squalicum High School and entered the building. This could have allowed a danger to enter the locked building. Denise will speak with Dr. Vedra and Tanya Rowe about procedures. It was noted that police allowed the school district vehicle into the parking lot.
- \* *Alarm System at Central Services:* Chris Dean will check into the possibility of the fire system having an intercom at Central Services.
- \* *Early Childhood Center:* There may not be a dedicated line for emergencies at the Early Childhood Center. Chris Dean will check into this situation.
- \* *Claim Review Form:* Denise sent a new form to secretaries for staff injuries with the following additions: 1) A box on the front for staff to check that they would like to discuss this incident with their supervisor and 2) additional questions on the back for supervisors to complete.
- \* *Transportation would like behavior forms for bus riders:* Mike Dobbins will speak to Sue Thomas.

**Claims Review:**

- \* When days lost is a zero, then no time was missed from work. If that column is blank, the claimant is not at work yet.
- \* It was noted that there are no student accidents listed on the form. Why? Student accidents are not the responsibility of the school district unless there is negligence.

Please e-mail suggestions to Denise Suess for upcoming discussion.

**Next Meeting:**

March 10, 2009 at 3:30 pm.

**Meeting Adjourned:** 4:28 pm