

Rehearsal in Real Time

Paul: Committee Chair

Roger: Superintendent

Margaret Pope: Transportation Director

Anissa Young: Food Service

Keith Burton: Joe the Bus Driver

Jenni Owen: Teacher

Tom Hardaway: Principal

Carolyn: Cafeteria Worker

Sherell: Cafeteria Manager

Jennifer: Custodian

Paul: Call the meeting to order and thank the members for coming to the meeting. Say something about the importance of the meeting attendance and the commitment of the district to safety performance.

Paul: Anissa, last month you were elected as our recording secretary. Thank you for the minutes you prepared and emailed to the committee.

Go around the table and take a report from each department.

Margaret Pope: Transportation Department Report – over the last 12 months we have found an accumulation of surplus property being collected at the bus barn. Some examples would be old desks, old lockers, a/c units that have been taken out of service at various locations. We need approval to dispose of these items.

Roger: Margaret, send me a list of items that would be on our inventory list so that we can have those things declared surplus and no longer needed and then get board approval to dispose of them. If you can get me the list by next Friday, we can get it on the board agenda at next month's meeting.

Anissa: We have had a couple of burn claims that were the result of using the wrong type of gloves to remove things from the ovens. I need to order 10 pairs of elbow-length oven mitts.

Roger: Anissa, we have money in the budget for that, just submit a purchase order request and get them ordered.

Paul: Before we bring the injured workers and their supervisors in for our discussion, I want remind each of us that the intent is not to place blame or find fault, but to identify the root cause of the accident and figure out a way to avoid the same type of accident/injury in the future. We need to make sure we are aware of our tone of voice and body posture in asking questions so that the employee understands we aren't blaming them for the accident.

We will be reviewing 4 accidents that occurred since our last meeting. The first accident is from the transportation department. (Paul calls first injured worker in from the hallway)

Joe the Bus Driver – Joe introduces self as working for the district for 15 years.

Paul: Tell me about your accident?

Joe: Well, man I went to get on my bus the other morning to get my pre-trip inspection report. My feet were wet from the dew on the grass and as I was walking down the steps, my feet slipped out from under me and I hit my back on the steps. Man it hurt, I tried to catch myself and just couldn't. I hope to get back to work quickly. I am going to PT and should finish that next week.

Paul: Joe, do you have any ideas on how to prevent this from happening again or to someone else?

Joe: Well, I guess I could park my bus in the driveway so I don't have to walk across the yard to get to the bus.

Paul: Margaret, what have you determined can be done to prevent this type accident?

Margaret: We had a meeting with all our bus drivers last week and are requiring that they all wear slip resistant shoes. We have also inspected the tread on the steps of the all the buses and will be adding that check to the pre-trip inspection report.

Paul: Our next injured worker is Jenni Owen. She works at Magnolia Elementary School. (Paul invites Jenni in). Her principal is Tom Hardaway. *Tom acts frustrated to be in the meeting.*

Paul: Jenni, thanks for coming today. First of all you are not in trouble. This meeting is part of our investigation process and we want to try to identify ways that we can prevent this same type of accident from occurring to another employee. Again, we are not trying to find fault or place blame.

Jenni: I appreciate your concern for what happened.

Paul: Can you describe what happened?

Jenni: Well, I had asked the janitor several times to clean the filter to my SmartBoard. I use my SmartBoard every day and needed the filter to be cleaned so that the projector wouldn't shut down. Well, after asking several times for the janitor to get the filter cleaned, I decided to clean the filter myself so that I would be able to use the SmartBoard for my MCT2 lessons.

Tom: checking his watch, looking at this ipad, fidgeting, (Sighs)

Roger: Mr. Hardaway you seem to have something else on your mind. We all have a lot going on, but safety is very important to this school district and we need you as the principal to be involved in the process. Our school board looks at our safety performance each month and holds everyone accountable.

Tom: Oh, I am sorry. I got a call as I was leaving the office that there was some issue with the state testing materials. I agree safety is very important and cover that at our faculty meetings on a regular basis.

Paul: Jenni, how exactly did you get hurt?

Jenni: Since the janitor didn't clean my filter, I had to pull over a desk chair to be able to reach the filter and get it cleaned. You know we have to prepare the children for the state testing and I really rely on my SmartBoard to do many of the activities.

Paul: Mr. Hardaway, what is the correct procedure to make sure the janitorial staff cleans these filters as needed? It sounds as if Ms. Owen did all she could to get the filter cleaned before doing it herself.

Tom: Well, we actually have a computer set up in the teachers' lounge where the teachers can go online and enter a work order request. We had an issue of teachers catching the janitors in the hall and asking them to do things to the point that the janitors didn't know what to do first. The work order goes in and then it is prioritized and the janitor's work is organized and they aren't pulled from one end to the other. We have covered this in our beginning of the year orientation.

Paul: Ms. Owen, were you aware of this procedure?

Jenni: You know, I was out the day of orientation and guess I didn't get all of the information on what was covered.

Anissa: Jenni, I think you have helped us identify a deficiency in our process. We need to have something in place that if an employee misses an orientation meeting that we make sure a supervisor goes

over the information with them. Another case would be when a new employee is hired. Are we certain that someone goes over the policies and procedures for their department?

Roger: I'll take a look at this and make sure we address this from the district level so that all schools will be doing the same thing. Let's discuss this at our next meeting.

Paul: Jenni, back to your explanation of what happened. Have you had any training regarding not using a chair in the place of a step ladder? I know the safety committee has discussed this and that the district purchased step ladders for each hallway at the elementary schools.

Jenni: Yes, Mr. Hardaway reminds us at the faculty meetings periodically, but the step ladder was in Mrs. Smith's room and I just didn't have time to go get it. I stand in a chair at home to change my light bulbs and just didn't think this could happen to me.

Roger: Ms. Owen, you must follow the established safety guidelines if you want to work in the Magnolia School District. We value our employees and their safety and expect each employee to make safety a priority and make decisions that line up with that idea. If you are injured and out of the classroom, it becomes a student achievement issue. We have a pool of good substitute teachers, but they aren't like having a certified teacher in the classroom that works with the students everyday. We want to make sure we are providing the best opportunity for learning each day and that means having our best teachers in the classroom each day. Do you understand?

Jenni: Yes, I do understand and will certainly get a step ladder or file the work order next time. It is no fun to be out of work because you are hurt.

Paul: Thank you Ms. Owen for your honesty in what happened and we know that you will think about safety first each day.

Paul: Our next injured worker is one of our cafeteria workers from Magnolia High School. Carolyn, thanks for coming today. First of all you are not in trouble. This meeting is part of our investigation process and we want to try to identify ways that we can prevent this same type of accident from occurring to another employee. Again, we are not trying to find fault or place blame.

Carolyn: Thank you.

Paul: I understand that you slipped and fell in the cafeteria. Tell us what happened that led to your injury.

Carolyn: I was prepping food for lunch and it was hamburger day. I was carrying a pan of tomatoes from the dry storage area over to the work area so that I could get them sliced for lunch. As I was walking across the cafeteria there was a wet spot and when I stepped in it my feet slipped out from under me and tomatoes went everywhere!

Paul: First off, were you wearing your non-slip shoes as I know we have a policy about that?

Carolyn: No, I had spilled something on them the day before and they weren't dry so I just grabbed my old tennis shoes.

Sherell: I notice that Carolyn didn't have on the correct shoes and I spoke with her about that. In fact, I told her if it happens again, she will be written up.

Paul: Anissa, what is the policy or procedure when an employee comes to work with the wrong footwear?

Anissa: We really haven't addressed that issue. Maybe the safety committee could discuss that and determine if we want to adopt a policy that the employee is sent home or if we want to allow them to work that day.

Paul: We'll add that to our discussion items.

Paul: Sherell, why was there a wet spot that had not been cleaned up and not signage put out in the area?

Sherell: Well, we have a warmer that we use when we serve hamburgers or hotdogs that doesn't seal properly. The warmer sweats and because the sill isn't good, the moisture leaks onto the floor. I don't know why there was no sign out because everyone knows about the moisture problem with the warmer.

Paul: Ok Anissa and Sherell, you will need to get together and determine what should be done with this equipment. Either have it repaired or remove it from service. Please bring a report of what you decide at the next meeting.

Paul: Our last claim to review today is Jennifer a custodian at the Elementary School. Jennifer, thanks for coming today. First of all you are not in trouble. This meeting is part of our investigation process and we want to try to identify ways that we can prevent this same type of accident from occurring to another employee. Again, we are not trying to find fault or place blame. Tell us what happened.

Jennifer: I was going from the main building out to the gym and as I was walking along the sidewalk and bumped into the pole and disturbed a wasp nest. I am afraid of those wasps so I started hurrying to the gym. As I was trying to escape the wasps, I was looking behind and stepped off the edge of the sidewalk and twisted my ankle. It really was painful. In fact, my ankle was fractured!

Paul: Mr. Hardaway has there been a problem with wasps at your campus in the past.

Mr. Hardaway: Typically we see increased wasp activity in the Spring, but this is the first time wasps have caused an accident.

Paul: In the Spring each year, you need to do a work order to the maintenance department that they check the covered walkways and eaves of buildings for wasps nests and treat as necessary.

Roger: Paul, I think this would be something we need to look at at each campus. I'll have my administrative assistant to prepare a work order for each campus and we'll have maintenance check on a weekly basis. I'll ask all principals to cover this issue in their next faculty meetings asking all employees to report any wasp or bee activity.

Paul: Anissa, will you read our action items before we adjourn the meeting.

Anissa: Reads the action items.

Paul: Asks for any questions or comments and thank the committee. See you next month.