

Occupational Health and Safety Committee  
Standing Meeting  
March 28, 2023 3 to 4 p.m.  
Bellingham Public Schools Facilities

**Members Present:** Denise Suess, Kim Niederhauser, Steve Ruthford, Courtney Ross, Patrick Durgan, Lisa Peterson, Matt Whitten, Mark Peterson, Cindy Dennis, Keith Alex, Kyla Strupp

**3-3:05:** Introduction, welcome

**3:05-3:10:** Review of last meeting notes- where we left off, goals for today.

**3:15-3:30: Presentation** Kim presented data of employee injuries that had been collected by Denise via employee incident reports (including near misses). Data can be viewed by the following categories: building, type of injury, and by occupation. This way, patterns can be established, and staff can see injuries as a percentage of work force. Based on this, the group can create priorities for accident prevention to reduce accidents.

**3:30-3:35: Questions to consider designing data collection:**

- After an injury, is there a way to follow up to see that a report was done?
- What does the data need to show?
- What is the frequency of incidents?
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- Reporting is up to the employee and can be inconsistent, especially if the incident is part of a routine day.

The purpose of the committee is to develop tools, review data and support as needed. These factors provide a toolkit and may look different in each building and/or department.

If the group decides an electronic form is needed for reporting, Qualtrics could be used for ease and organizing