



Safety Inspection Form—Sample List for Inspection Document

Routine safety checks of each building and property owned by the districts is of the utmost importance. Below is a list of important areas to thoroughly inspect regularly. District staff and safety committees alike should be inspecting buildings. Use the list below as a starting point for creating your inspection document.

EMERGENCY EXITS. Inspect to ensure that there are no exit door or exit path obstructions or for items that could fall or move into an exit path. Emergency evacuation maps must be posted by each classroom's primary exit.

EMERGENCY EQUIPMENT. Inspect to ensure that emergency lighting is functioning, EXIT lights are functioning, fire extinguishers are accessible and charged, and that pull stations are accessible. Ensure that all emergency eye wash/shower stations are flushed monthly and that accessibility is maintained.

EMERGENCY PREPAREDNESS. Ensure that your location's emergency plan is current and that emergency information has been communicated to staff. Ensure that radios, bullhorns, emergency supplies, first aid supplies and attendance rosters, etc. are ready in case an emergency arises.

Annual Workshop location set

Mark your calendars. The OSSOA Annual Workshop will be held in Eugene at the Red Lion on October 6, 2006.

The workshop content has yet to be set, so here's your chance to suggest a topic. If you have an issue you'd like OSSOA to cover at the workshop let one of the board members know.

A room block will be available for those needing to stay the night before. Breakfast, lunch and snacks for attendees will be included in the registration fee.

Look for registration and program information in August by visiting OSSOA's web site, www.ossoa.org.

FIRE DOORS. Fire doors are identified by a tag on the hinged edge or top edge that indicates the fire rating of the door. Fire doors have a closing device and some have magnetic hold-open devices that release the door when alarms are activated. Fire doors without magnetic hold-open devices must not be propped open with wedges or any other item.

ELECTRICAL. Inspect for unapproved use of extension cords, piggy backing of power strips, the use of unapproved "zip" cords or unapproved multi-plug adapters, frayed, torn or damaged insulation on cords and for missing ground prongs on plugs. Ensure that accessibility to and clearance in front of electrical breaker panels is maintained.



EQUIPMENT SAFEGUARDING. Inspect to ensure that a finger guard is provided on all blade paper cutters and that the spring tension on the blade is properly adjusted. All table saws and power equipment must be properly guarded as required.

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News from OSBA ...

OSBA announces PACE property/casualty program

OSBA and Special Districts Association of Oregon (SDAO) have agreed to merge their property/casualty insurance business, forming the largest insurance pool of school entities in Oregon with the creation of the Property and Casualty Coverage for Education, or PACE, trust.

"We're excited about merging our property/casualty program with SDAO's to create a new trust that will offer enhanced benefits to the entire pool," said OSBA Executive Director Kevin McCann. "Frank Stratton, SDAO's insurance program manager, and Dave Westmark, our director of insurance services, have put in a lot of hours with trustees, business managers, auditors and members of both organizations to ensure that the new trust will serve school property/casualty customers well for many years to come."

PACE will more than double the size and premium of the school pool, spreading risk over a larger group and allowing PACE to get better pricing from re-insurers. The new trust will provide custom training, loss-prevention and control services, underwriting, and legal

assistance. Schedules for pricing and premiums will be geared to district budgeting cycles, as they have been in the past; PACE rates will be available in May 2006, and PACE insurance products will be available through independent agents.

Officials of OSBA and SDAO have drafted a trust agreement and bylaws and been working out other details. PACE will be led by nine trustees (five to be selected by SDAO and four by OSBA) who will represent school business managers, superintendents, risk managers and board members. After June 2006, when current agreements expire, OSBA will no longer conduct property/casualty business with Marsh, which has run the program since 1988.

Westmark and Stratton will hold meetings around the state in March to answer questions about the new property/casualty trust.

"We see significant opportunity both in combining the property/casualty business into a large pool and in teaming with another local organization," said Westmark. "We want to build new, school-focused relationships and ensure that educators in Oregon continue to be served to the best of our abilities in the realm of property/casualty insurance."



BOARD BRIEFS

By Dan Davenport

We are going to start a new section in our newsletter this month called Board Briefs. The idea is to keep OSSOA members in the loop of future planning. We will recap board meeting discussions and alert members of activities.

As you may know, we had an information booth at the OSBA Annual Convention in November 2005. We considered the booth a success and a good start in spreading the word about our organization. We are currently looking for other exhibiting opportunities or speaking opportunities.

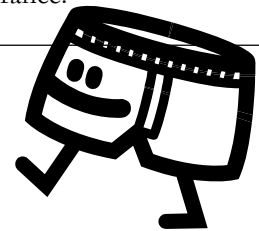
We have been invited to present at the Oregon School Facility Managers Association conference in April. We have discussed at length what topics to present and decided to have a roundtable discussion on safety topics specific to facility managers. Topics will include fall protection, electrical hazards, blood borne pathogens and theater safety. For more information on the OSFMA conference, go to their web site, www.osfma.org.

We discussed our planning timeline for our

Annual Workshop in October. Our board is looking for speakers and topics for our workshop. If you have any requests or suggestions for the workshop, let any of the board members know. We want to plan a well rounded and relevant conference.

We decided to have exhibitors at our conference again this year. This is a valuable resource for our organization as we try to increase our membership and revenue. If you have companies you regularly deal with that you think other districts would benefit from knowing about, please forward the information to me so we can invite them to our conference.

We encourage you to use the OSSOA Listserv as a resource. You can send e-mails to your fellow members or we can send it for you. Either way, remember it when you have a question you can't seem to find the answer to. Remember too, if you come across a great resource or piece of information, you can pass the word along through the Listserv.



Deer me—safe driving tips

There are approximately 15,000 deer-vehicle accidents every year in the US and 150 people die in these types of accidents. A fast-growing deer population coupled with a shrinking habitat means you may encounter a deer even on suburban roads.

Here are some tips for avoiding deer-vehicle accidents:

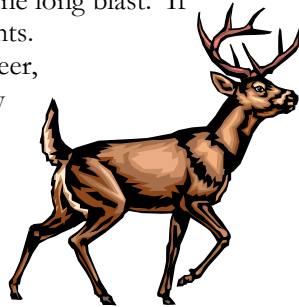
1. If you spot a deer ahead on the road, slow down and blow your horn with one long blast. If its nighttime, try flicking your lights.

2. If you see one deer, assume more are nearby. They are often in groups and travel single file.

3. If a deer jumps into your path, brake firmly and come to a controlled stop. Hitting an animal is safer than striking an oncoming car or a tree.

4. Deer are most active near dawn and dusk. Be extra alert when you drive during those times of the day.

Please forward this safe driving tip to your drivers.



Bylaw change—adding sponsor memberships

The board has been looking for ways to increase revenue and grow the association. One option we have looked at is creating sponsor members. Any company related to school safety would be eligible to be a sponsor member. Members would pay a yearly membership fee. The fee would allow the sponsor member to attend the annual workshop at a reduced rate and they would be listed in future membership directories.

Creating a sponsor member category in the bylaws could potentially increase our revenue and allow us to provide more training throughout the year.

Changes to the bylaws must be voted on and approved by a majority of members or members in attendance at the annual business meeting (held at the annual workshop).

The OSSOA Board recommends the following changes to the bylaws. In Article 3, a new section will be added that will say: *“Sponsor membership shall be open to any company who offers products or service directly related to school safety and whose application for membership is approved by the OSSOA Board of Directors. Sponsor members shall not have voting privileges.”*

Article 3, Section 2, will be modified as follows: *“Associate membership shall be open to any person not eligible for active membership or sponsor membership who is interested in activities of school safety. Associate members shall not have voting privileges.”*

Voting on this issue will occur via the Listserv. A secret ballot will be sent to your e-mail with instructions on how to vote. For the full text of the Bylaws go to OSSOA’s web site.

Questions or concerns should be sent to Dan Davenport at daniel_davenport@beaverton.k12.or.us.

Calendar of Events 2006

March 23	OSSOA Board Meeting	OSBA Offices, Salem
April 12-14	OSFMA Conference <i>OSSOA Board is presenting. Go to www.osfma.org for more conference information.</i>	Albany
May	OSSOA Board Meeting	TBD
October 6	OSSOA Workshop <i>More information to come. Check out our web site for registration and agenda information closer to the conference.</i>	Red Lion, Eugene

This calendar of events is also available on-line. Check the web site for the most updated information.



Check out our web site for important safety information and links.

- Safety topics
- Links to on-line resources
- Conference registration
- Past Newsletter issues

www.ossoa.org

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HAZARDOUS MATERIALS. All products that contain a hazardous ingredient must have the required labeling and hazard warnings. Secondary containers, spray bottles, etc. must also have the required labeling. An MSDS must be accessible for each product. Hazardous materials must be stored in approved containers or cabinets and kept out of the reach of children.

PERSONAL PROTECTIVE EQUIPMENT (PPE). Ensure that all staff and students are wearing the required PPE for the type of exposures.

DISPLAY OF COMBUSTIBLE MATERIALS. Inspect to ensure compliance with Fire Department guidelines: No more than 25 percent of classroom wall surfaces may be covered with combustibles. No more than 10 percent of exit corridor wall surfaces may be covered with combustibles. No combustibles may be placed on classroom doors. Hanging banners must not obstruct fire sprinkler water spread and must be treated with a flame retardant.



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HOUSEKEEPING/STORAGE. Housekeeping conditions must not obstruct access to electrical panels, switches or breakers. Storage should not be placed within two feet of the ceiling or within 18 inches of fire sprinkler heads. Stored items shall not obstruct egress from any room or exit corridor and should not present a fire risk because it presents an excessive fuel source. Housekeeping shall not hinder the custodian's ability to properly clean a classroom.

INDOOR AIR QUALITY. Inspect for conditions/factors that may cause IAQ problems such as moisture from leaks, evidence of mold growth, excessive dust, vapors or unusual odors. HVAC supply and exhaust vents must be kept clear of all obstructions. Report IAQ concerns to your building administrator and Risk Management.

PLAYGROUNDS. Inspect playground equipment for any signs of vandalism or broken or damaged components. Inspect depth of wood chips or pea grave or the condition of rubber matting to ensure adequate fall protection. Report any unsafe conditions to risk management immediately.

GENERAL FACILITY. Inspect facility and grounds for safety and health concerns such as tripping hazards, traffic and pedestrian concerns, lighting, drainage problems, low branches, dangerous insects, pests, bird droppings, etc.

AUDITORIUM/STAGES. Ensure that all auditorium and stage EXITS and exit paths are free of obstructions and that the illuminated EXIT signs are not obscured. The drop-zone for the stage fire curtain and its emergency pull rings must be kept clear of obstructions at all times.

OTHER SAFETY AND HEALTH CONCERNS. Review inspection findings with the safety committee and document recommended corrective actions or action taken to address the concerns on monthly meeting minutes.

Post copies of the monthly inspection form and



The OSSOA Newsletter is produced by the Oregon School Boards Association liaison to the association as a service for the Oregon School Safety Officers Association membership.

Any questions regarding this publication or OSSOA may be answered by calling the OSBA office at (503)588-2800 or by sending an e-mail to apeterman@osba.org.