

M&O Meeting Minutes

11/03/2017



I. Tailgate Topics

- a) OSHA Log Book
 - i. Safety Responsibility
 - ii. Weekly Safety Talks with M&O Staff
 - iii. Safety Trainings Info Sheet – Request topic info through us
 - iv. Master Sign in Sheet for Safety Talks
 - v. Tom is available for specific topics to help facilitate discussion

II. Winter Cleaning

- a) Claims Review
 - i. Use our claim form for property losses
 - ii. School is not responsible for employee owned vehicle
 - iii. Park at own risk in school parking lots
 - iv. Report incidents even after school hours

III. Return to Work

- a) Modified Duty
 - i. Return to work checklist handout
 - ii. Creative assignments
 - iii. Frequent flyers
 - iv. Task specific to type of work/injury
- b) Interactive Process
 - i. Important for liability stand point for injured employee to go through the interactive process
 - ii. Develop consistent policy
 - iii. Enable employees to request accommodations
 - iv. Analyze essential job functions
 - v. Consult with employee
 - vi. Document everything
- c) Reasonable Accommodation
 - i. Modified work schedule
 - ii. Job restructuring
 - iii. Work environment
 - iv. Transfer to new position

IV. Additional Information

- Craig Schweikhard new SMCSIG Director cschweikhard@smcsig.org
- Approving donations through upper level administration
- Safety guidelines for donations to schools / Safety concerns to cooking in the classroom
- Making sure donated items are not a liability for school districts
- Organization responsibility when serving food on school premises
- Purchase of items through PTA - Example: Purchase of baseball equipment