

## **SAFETY MEETING MINUTES**

**November 18, 2011**

### **Staff in Attendance: (Held at Hawthorne in Pendleton)**

**Toni Eddy**

**Amy Hendrix**

**Erin Bartsch**

**Penny Gibbs**

**Aaron Treadwell**

**Herb Ekstrom**

**Kim Montague**

**Carol Vandeman**

**Heather Corey**

**Ruby Anderson (via conference call)**

### **1. OLD BUSINESS:**

**REVIEW OF SAFETY OBSERVATION FORMS** – The group reviewed 18 Safety Observation forms received this month. Out of the 18 submitted, 4 were marked as re-instructed or coached & encouraged. The group noted that there seemed to be more Peer to Peer observations this month. Great work!

**SAFETY CARDS-** There were no new Safety Cards submitted yet this month

**STRATEGIC PLANNING GOALS** – Aaron reminded the group that Safety is no longer part of the Strategic Planning goals, but instead the Safety Committee will work on the Safety Goals. The group discussed the items that they'd like to continue to work on:

**\*Continue to research safety issues/programs from other nonprofit organizations and Fortune 500 companies**

**\*Continue to work on rotating meeting locations – set up a specific month to have meetings in Pendleton, Boardman, and Umatilla**

**\*Continue to work on increasing participation to include at least one person from each community**

**\*Work with the Employee Morale Health & Wellness Group on safety incentives, Aaron Treadwell will be the Liaison between the two groups.**

Erin suggested more immediate “rewards or incentives” for safe practices. The group will continue to think about new goals for the next meeting.

### **EXPOSURE CONTROL PLAN/HAZARD COMMUNICATION**

Amy shared the revised the Blood Borne Pathogens Exposure Control Plan and Hazard Communication Program Policy. Amy shared that we have added Full Day TA's and Bus Drivers to the list of staff that the Hepatitis B Vaccine will be offered to through the agency, during work hours. The Policy now reflects current practices. Our Health Insurance will pay 100% for anyone else who wants to get the Hepatitis B Vaccine. Those on the list that the vaccine is offered to, can refuse, but will need to sign a document through Human Resources.

### **FOLLOW UP ON OCTOBER CENTER CONCERNS:**

Penny reported that the Annex received their foot stool, Irrigon's gate sign was approved and is hanging, and Highland is working on a new door buzzer.

### **2. DISCUSS RECENT INJURIES, NEAR MISSES, PROPERTY & EQUIPMENT DAMAGE**

- Aaron reported that we had one incident where a staff member received a cut on the finger – first aid was administered on site.

-Aaron shared that we had another incident with a child biting and kicking – the group discussed proper restraint.

There is no new property or equipment damages to report.

**3. SAFETY MEETING REPORTS FROM SCHOOLS**

**Penny has them all, but left them in her office in Hermiston – will catch up next meeting.**

**4. NEW BUSINESS**

Aaron shared that he met with SAIF and they are setting up a visit to Milton-Freewater in January. Penny will offer SAIF visits to sites at the Team Leader meeting this afternoon.

**5. CENTERS SAFETY CONCERNS**

Heather shared that Mid-Columbia (ESD kids) are pulling in 3 buses for 1 child each to get off each bus and it is causing them to have to unload kids way down the street or to wait for the buses to leave. Erin has talked to them before. Sheri said she will call Mid-Columbia to see if we can reach a solution. Heather stated that they drop at 8:30 and sit there for 10 – 15 minutes.

Penny reported that a temporary fence has been installed at Umatilla to correct the safety concerns around the parking lot, traffic and kids getting off the bus. We will be installing a permanent fence, but are waiting to get some more information on when the Mobile Shelter Unit there is to be removed.

Carol shared that there is water pooling around the bottom of the garage doors due to no gutters – the area is concrete. Herb will get some price estimates to install gutters and Penny will speak to Bill Fowler the owner of the property about getting permission to install.

Erin shared that the Hawthorne Kitchen door has a 2 inch gap under it and water pools and the kitchen sometimes floods. Sheri has worked with the school many times on this and it is still an issue. Herb will look at it today.

The next meeting is scheduled for December 16, at The Main Office in Hermiston.