

SAFETY MEETING MINUTES

2/22/13

Members in Attendance:

Carol Vandeman	Penny Gibbs	Kim Montague	Herb Ekstrom
Dan Daltoso	Tzi Tzi de la Fuente	Ruby Anderson	Jayne Dewees
Deborah McDonald	Deb Schnell	Jenny Walker	Aaron Treadwell
Amy Hendrix			

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

Safety committee reviewed safety observation forms. 36 new observations for this month, 33 were commended, 3 were coached/encouraged or reinstructed. The group discussed the great reinstruction staff has been giving.

SAFETY CARDS

There was one new safety card. Penny Gibbs was awarded a card for using a ladder/stool safely.

FOLLOW UP FROM PREVIOUS MEETING

Bleach Solutions – Penny and Kim shared that the bleach solution issue is getting better. Team Leaders received information at the January Team Leader meeting in regards to the correct types of bleach to purchase and which bottles must be used. Still a work in progress.

Head Lice – Amy confirmed that bleach does not kill head lice. Some suggestions given to clean buses after children with head lice have been present – keep that seat unoccupied if possible, vacuuming is the best method, use a lint roller to remove loose hairs that may carry nits, general cleaning/sanitizing of bus. Head Lice need a place to harbor and the bus seats do not provide a good home.

2. DISCUSS RECENT INJURIES, NEAR MISSES, PROPERTY/ EQUIPMENT DAMAGE

Aaron reported that we have had no new injuries.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Kim shared reports from Irrigon, Sam Boardman, Milton-Freewater, and Heppner.

NEW BUSINESS

Boardman CDC - Deb shared that Boardman CDC has a concern about visitors to the site not checking in at the office. Staff asked if signs could be made. They had an instance where a parent was dropping off some materials and a staff member was alone in the center and didn't know who the parent was or why he was in the outdoor area. Staff also wanted to know if they could lock the center doors when they are there alone. Penny shared that she didn't feel signs would be that effective. Talking with parents about checking in at the office before coming on site would be best. Penny was concerned that if we start posting a whole bunch of signs, people will stop reading them. Penny also shared that site doors should remain unlocked during business hours, but after business hours, locking the door would be fine. She reminded everyone that all of our alarm systems have built in chimes to alert staff of when a door is opened.

Bus Barn – It was shared that a member of the staff at the bus barn had their personal car broken into and their name badge and work keys were stolen. It was shared that it stated in the paper that keys to the Head Start Bus Barn were stolen. It was decided that the locks should be changed immediately.

Highland – Jenny shared that Highland is having issues with people driving through the horse shoe drive way to turn around. This is where the bus loads and unloads. The group suggested using cones to block the drive way when the bus is not using it. Penny also shared that parents should not be using this area to drop children off either.

Jenny also shared that their shed door is loose and leaning to one side and needs fixed. Herb reminded her to have the Team Leader complete a work order for this.

The next meeting is scheduled for March 15, 2013 at the Hermiston Main Office.