

## **SAFETY MEETING MINUTES**

**07/19/12**

### **Members in Attendance:**

Carol Vandeman

Penny Gibbs

Amy Hendrix

Herb Ekstrom

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

#### **REVIEW OF SAFETY OBSERVATION FORMS**

Safety committee reviewed safety observation forms. 2 new observations for this month, both were commended. The group also reviewed the tracking report. It shows good progress from last year in the number of observations turned in monthly. This will help Penny determine which sites have not been turning in the forms monthly to work with them next year. Need to focus on making sure that each site is turning in 2 per month.

#### **SAFETY CARDS**

None at this time

#### **SAFE DRIVING PRACTICES**

The group reviewed the agencies current Agency Vehicle Transportation Policy and agreed that it states all the needed topics. Carol would like to implement a safe driver program. Several different programs were discussed, some that had a cost per person. Penny suggested that Carol call the Agencies Insurance Company to see if they would accept these programs and give the agency a discount for having employees complete it. Penny will calculate how many employees regularly use an agency vehicle, so that we may better determine an estimated cost.

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

We had a few broken tree limbs at Highland from a wind storm. They have been cleaned up and hauled away.

### **3. SAFETY MEETING REPORTS FROM SCHOOLS**

None at this time

### **4. NEW BUSINESS**

None at this time

### **5. CENTERS SAFETY CONCERNS**

None at this time

*The next meeting is scheduled for August 17<sup>th</sup> at 8:30 am at the Main Office.*