

SAFETY MEETING MINUTES

12 / 15 / 17

MEMBERS IN ATTENDANCE: Penny Gibbs, Kim Montague, Carol Vandeman, Ruby Anderson, Kelly Vandeman, Herb Ekstrom, Jayne Dewees, Chris Gardener and Norma Jaime

1. OLD BUSINESS

REVIEW OF SAFETY OBSERVATION FORMS

Penny submitted 31 safety observations. 24 were commended, 7 were coached or reinstructed.

- Trip hazard - Reminder to have students push in their chairs. (1)
- Slip hazard - Reminder to walk like a duck and wear proper footwear in icy areas. Also to keep hands free if possible, when on ice or cleaning slippery spills. If a very large spill occurs call for maintenance help. (3)
- Strain or fall hazard - Remember not to move furniture without using proper lifting techniques and being sure there are no items that will fall off during move. (1)
- Office safety - Be sure to close file cabinet drawers when not in use to prevent tipping, tripping etc. (1)
- Kitchen safety – Staff should wash all sharp items immediately, rather than leave them soaking in a soapy sink where they may be a hazard to others. (1)

SAFETY CARDS

None submitted

OTHER

None

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

INJURIES/INCIDENT REPORTS

- A staff member slipped and fell and first aid was practiced by applying ice pack. Ice melt was distributed to the slippery area.
- A November report stated that a staff member suffered a burn from the handle of a hot pot. First aid was applied.
- A staff member overextended and reinjured a knee. Resulting in a doctor visit and a SAIF claim.

PROPERTY / EQUIPMENT DAMAGE

Nothing new was reported.

3. SAFETY MEETING REPORTS FROM SCHOOLS

AC Houghton Elementary reported that there were no new incidents.

4. NEW BUSINESS

- SAIF expenses for the upcoming year will rise in the amount of \$10,000 due to a total of 11 claims for the year 2017. Slips, trips and falls are the most common injury. With winter upon us staff should remember to wear appropriate foot wear. Ice cleats were also recommended. Ruby will be distributing a reminder to all staff regarding winter wear.
- Norma reminded us that all claims must be submitted in a timely manner.
- Penny stated that Herb is making the rounds to address any outdoor lighting issues that have become more apparent with the shorter daylight hours of winter.
- Carol stated that one of the bus drivers will be directed to park in a location that will eliminate the need for the bus to be backing out of one of our facilities.

The next meeting is scheduled for January 19, 2018; 8:15 AM at the Main Office.