

SAFETY MEETING MINUTES
5/19/17

Members in Attendance:

Herb Ekstrom, Ruby Anderson, Katherine Harris, Penny Gibbs, Norma Jaime, Kim Montague, Jan Alberts, Tony Demos

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

27 Safety Observations 26 were commended, the following was Coached/Re-instructed.

- Book Case missing clip, shelf and books fell, need to replace clips- Penny will follow up.

SAFETY CARDS

OTHER

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

Injuries

- 4 Staff incidents
- Staff member missed two steps in the main office hit knees
- Cook got burnt on a lid
- Staff member strained shoulder when pulling out a desk, went to doctor due to pain
- Teacher was kicked in stomach by student and due to pregnancy went to doctor to make sure all was well.

Property/Equipment Damage

Employee hit by deer in agency van, van may be totaled.

3. SAFETY MEETING REPORTS FROM SCHOOLS

- A.C. Houghton-rec'd Apr 2017 minutes; School reunification plan discussed, hoping for practice run in the fall.

4. NEW BUSINESS

- Suggestions came up to have jumper cables at sites or in agency vehicles for staff and parents, discussion was had about liabilities around jump starting a vehicle and injuries that could occur.

5. CENTERS SAFETY CONCERNS

Oven caught on fire due to not being cleaned properly, no other kitchen damage and oven is being repaired. Should have manuals of ovens in each center kitchen and a checklist for staff to sign once trained, to keep in their file. Possibly a pamphlet in kitchen.

Lighting from the main office to the annex at night needed.

The next meeting is scheduled for June 15, 2017; 8:30 am at the Main Office.