

SAFETY MEETING MINUTES

11 / 17 / 17

MEMBERS IN ATTENDANCE:

Penny Gibbs, Norma Jaime, Kim Montague, Carol Vandeman, Herb Ekstrom, Ruby Anderson, Amy Willenberg, Brandi Girvin & Jan Alberts by conference call from La Grande

1. OLD BUSINESS

REVIEW OF SAFETY OBSERVATION FORMS

None submitted

SAFETY CARDS

One was given to Linda Baird who called parents when a bus broke down.

OTHER

After examining the sidewalk at Victory Square, it was determined that one of the hazardous areas is the result of a bad repair after some utility work. This will be taken up with the city. The other spot appears to be a settling issue and will be the agencies responsibility.

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

INJURIES/INCIDENT REPORTS

- 3 incidents which did not require medical attention. One slip and trip over a bathroom mat. One person was stung by a bee. One strained hand while using pliers.
- 2 incidents which resulted in SAIF claims. One staff member cut a finger while slicing a tomato and returned to work after a hospital visit. One person slipped on a wet floor resulting in a doctor visit and some time on crutches.

PROPERTY / EQUIPMENT DAMAGE

- A staff member hit a post or sign while fueling the car, resulting in what is believed to be minor damage.
- Water damage from spilled mop buckets or water bottles occurred to the floor in the storage closet off of the main office staff room. The damaged flooring was removed & staff should be reminded to clean up wet spills immediately.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Received A.C. Houghton October Safety minutes.

4. NEW BUSINESS

Penny reported that due to a lower number of SAIF claims our agency received an insurance rebate. Lower premiums will benefit everyone. It pays to be safe!!!

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