

SAFETY MEETING MINUTES

10 / 20 / 17

MEMBERS IN ATTENDANCE:

Penny Gibbs, Kim Montague, Carol Vandeman, Ruby Anderson, Norma Jaime, Kelly Vandeman & Jan Alberts by conference call from La Grande.

1. OLD BUSINESS

REVIEW OF SAFETY OBSERVATION FORMS

Penny submitted 34 safety observations. 23 were commended, 11 were coached or reinstructed.

- Trip hazard - Maintain and keep walkways clear. Wear proper footwear. (4)
- Slip hazard - Do not overfill sanitizers. Keep towels handy in potentially wet areas and dry areas dry when possible. (2)
- Electrical hazard - Remember to turn off coffee pots and small appliances after using. (1)
- Strain hazard - Over reaching and over lifting can cause sprains and strains, use a step stool or employ team lifting techniques. (2)
- Furniture safety - Periodically inspect furniture for stability, do not over load tables etc. (2)

SAFETY CARDS

None submitted

OTHER

Penny announced that the owners of the Bus Barn are not willing to sell and that UMCHS is working with the city and considering other options at this time.

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

INJURIES/INCIDENT REPORTS

- A staff member tripped while walking and fractured a toe. First aid was applied, no medical treatment was necessary.
- A staff member experienced an electrical shock while plugging in their laptop. No medical treatment was necessary. Power strip was installed to prevent reoccurrence.

PROPERTY / EQUIPMENT DAMAGE

- A school bus was involved in an accident with a parked car. The car suffered damage resulting in a claim, no injuries were reported.
- A car accident occurred, a staff member was rear ended resulting in a SAIF claim for head, back and neck injuries.

3. SAFETY MEETING REPORTS FROM SCHOOLS

No new reports yet.

4. NEW BUSINESS

- Victory Square reports holes in the public sidewalk that have presented trip hazards for children and staff. The city will be contacted and informed.
- HCDC reports that a phone or power box has been dented in the parking lot and needs repaired.
- It was recommended that we remind *everyone* to *thoroughly* clean the lint traps in the dryer.
- Multiple staff members had concerns over the new logos on the van from Condon. It was noted that the decals that were the only safety concern, have been removed from the back window.
- Driving staff members report low visibility of oncoming traffic when pulling out of Victory Square. Everyone should be extra cautious and observe traffic patterns before pulling out, or ease out of the lot slowly and do not expect traffic to obey the 20 mph speed limit. Carol will be contacting HPD to suggest increased patrols in this area.

The next meeting is scheduled for Nov 17, 2017; 8:30 AM at the Main Office.