

**SAFETY MEETING MINUTES**  
**10/23/15**

**Members in Attendance:**

Norma Jaime, Herb Ekstrom, Greg Salverda, Jayne Dewees, Rhonda Cole, Alicia Pietrzak, Michelle Felten, Janet Stuart, Kim Montague, and Jamie Payne

**1. OLD BUSINESS:**

**REVIEW OF SAFETY OBSERVATION FORMS**

- 31 Safety Observations were commended.
- 3 Safety Concerns (Coached and Encouraged)
  - Closing file cabinets while not in use*
  - Using a step stool when reaching for high objects, instead of chair*
  - Electrical Cords needing organization should not be taped to the floor.*

**SAFETY CARDS**

No Safety Cards

**OTHER**

Sanitation with bleach will stay the same until further notice.

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

No injuries reported

**3. SAFETY MEETING REPORTS FROM SCHOOLS**

Nothing new from schools

**4. NEW BUSINESS**

Federal Review went Very Well! Great job to all!  
Jamie Payne was elected as Secretary

**5. CENTERS SAFETY CONCERNS**

As the weather changes, be more aware of slippery surfaces.  
Lighting outside at Victory Square

*The next meeting is scheduled for November 20, 2015; 8:30 am at the Main Office.*