

## **SAFETY MEETING MINUTES**

**10/21/16**

### **Members in Attendance:**

Ruby Anderson, Herb Ekstrom, Jan Albert, Carol Vandemon, Rhonda Cole, Hector Perez, Penny Gibbs, Michelle Felton, Amy Hendrix, Kim Montague

### **1. OLD BUSINESS:**

#### **REVIEW OF SAFETY OBSERVATION FORMS**

48 Safety Observations were received; 40 commended, 8 coached and encouraged on the following:

- Tripping hazards: walkways not being clear (2)
- Working beyond a safe leverage zone, see attached poster (2)
- Kitchen unattended while stove burner on (2)
- Risking injury, sitting in a child size chair
- Carrying a heavy load on an area not meant to be a walkway.

#### **SAFETY CARDS**

- Hector Perez-wearing his ear & eye protection
- Christine Taylor-removing a wasp nest
- Sandy Snook-keeping children safe from contaminants

#### **OTHER**

*None*

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

- Recent incident reports include 1 staff stepping in a hole on the playground and falling, and another staff slipping/falling down stairs. Neither resulted in SAIF claims.
- Damage to the Annex, resulting from a water leak, have been completed.

### **3. SAFETY MEETING REPORTS FROM SCHOOLS**

A.C. Houghton, Sept 2016. No Head Start issues.

### **4. NEW BUSINESS**

Discussion of missing Safety Meeting minutes on the agency website. August minutes were sent to Team Leaders to post, but were not sent to IT staff to post on website.

### **5. CENTERS SAFETY CONCERNS**

Many staff out with illness recently; Amy will be sending out information to assist staff in staying healthy.

Main Office step, outside of breakroom, covered with leaves; staff tripped. Will place sign on door notifying of the step.

***The next meeting is scheduled for November 18, 2016, 8:30am at the Main Office.***