

**SAFETY MEETING MINUTES**  
**11/18/16**

**Members in Attendance:**

Attendance was not recorded.

**1. OLD BUSINESS:**

**REVIEW OF SAFETY OBSERVATION FORMS**

25 Safety Observations were completed, 2 were Coached/Re-instructed.

- Staff member lifted a heavy case of paper and then placed it in a walkway. Please ask for assistance when lifting heavy items and place items in appropriate space, not a walkway.
- Staff member was setting an EHS table for mealtime while carrying a baby. Please place baby in a safe classroom space, wash hands and then begin to set table.

**SAFETY CARDS**

No safety cards submitted.

**OTHER**

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

No injuries reported.

Property/Equipment damage was reported on a Boardman vehicle, the windshield needs to be replaced due impact of flying debris on the highway.

**3. SAFETY MEETING REPORTS FROM SCHOOLS**

Sam Boardman and Irrigon/AC Houghton submitted recent Safety Minutes, no issues reported.

**4. NEW BUSINESS**

Amy Hendrix reminded staff about the Flu Shot Clinic taking place at the Main Office. Penny Gibbs discussed the new bus services for Hermiston and Pendleton. Currently a bus stop is planned across the street at Columbia Outdoor Sports and UMCHS clients would need to cross the street. Penny will contact the city to see if the bus stop can be relocated to UMCHS' side of the street for client safety.

**5. CENTERS SAFETY CONCERNS**

Punkin Center brought up concerns regarding:

- the need for reflectors at the entry to the parking lot. When it's dark out, it's not easy to see the driveway and staff have come close to going in the ditch.

- the school bus zone for loading/unloading and how it impacts the handicap zone and staff parking.
- lack of communication following a fire alarm, no “all clear” given before re-entering the building

Penny said she has been monitoring the loading/unloading at different times of the day, and will continue to monitor for issues. She will initiate a conversation with ESD to discuss safety suggestions.

***The next meeting is scheduled for December 16, 2016; 8:30 am at the Main Office.***