

SAFETY MEETING MINUTES
12/18/15

Members in Attendance:

Norma Jaime, Herb Ekstrom, Greg Salverda, Jayne Dewees, Rhonda Cole, Carol Vandeman, Kim Montague, Ruby Anderson, Amy Hendrix, Penny Gibbs, Dan Daltoso, and Jan Alberts.

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

29 Safety Observations were commended.

2 Safety Observations were Coached/Re-instructed

- *Staff member sitting on a large safe, not designed for seating. Please sit on appropriate furniture.*
- *Staff member working in filing cabinet did not close file drawer. Please shut file cabinet drawers to avoid risk of tip over and/or running into or tripping over.*

REMINDER: Safety Observations are a tool each of us can use to help reduce staff injury, improve staff safety, and provide helpful feedback to our co-workers. When completing Safety Observations, please focus on how the staff person is completing the task by observing safety measures, or what changes need to be made so the task can be completed without injury to the staff.

SAFETY CARDS

No Safety Cards submitted this month

OTHER

It's winter time, be aware of slippery surfaces.

Outside lights at Hermiston CDC have been fixed.

Classroom gates at HCSR being secured with latching dog collars.

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

No injuries reported.

Two vehicles with issues: dead battery-fixed; oil issue-fixed.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Nothing new from schools

4. NEW BUSINESS

A suggestion was made to consider installing Automated External Defibrillators in our centers. Amy will research cost, etc. and report back.

5. CENTERS SAFETY CONCERNS

No concerns brought forward.

The next meeting is scheduled for January 22, 2016; 8:30 am at the Main Office.