

SAFETY MEETING MINUTES

October 21, 2011

Staff in Attendance:

Tzi Tzi DeLaFuente

Penny Gibbs

Cheryl Johnston

Toni Eddy

Aaron Treadwell

Kallan Jackson (via conference call)

Amy Hendrix

Ruby Anderson

Amy reminded that group that only appropriate information should be brought to the Safety Committee. Please do not bring items to the Safety Committee that intentionally makes other staff look bad or that need to be addressed by a supervisor.

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS – The group reviewed 26 Safety Observation forms received this month. This is a great number for the month so far. Penny shared that Operations Directors, Team Leaders and one staff member at each site are doing them each month, so we should receive 2 to 3 from each site every month. Out of the 26 submitted, 5 were marked as re-instructed or coached & encouraged.

SAFETY CARDS- Amy reported that we received 6 new cards this month. Heppner had no findings on the Health & Safety Monitor, a couple were submitted for Boardman staff for cleaning windows and mopping safely, Carol Vandeman received one for creating a emergency evacuation plan for the bus barn, and Rebecca Sanchez received one for catching burning toast in the oven.

STRATEGIC PLANNING GOALS – Aaron reminded the group that Safety is no longer part of the Strategic Planning goals, but instead the Safety Committee will work on the Safety Goals. The group discussed the items that they'd like to continue to work on:

***Different Safety Meeting locations/Skype/conference calling**

***Increase members on Safety Committee**

***Every month new Safety message posted in centers**

***Work with the Employee Morale Health & Wellness Group on safety incentives, Aaron Treadwell will be the Liaison between the two groups.**

Aaron provided a clean copy of the goal sheet. A copy is attached. *The group will continue to work on goals next month and will solicit ideas from other staff.*

BEES – Season is ending. Not an issue at this time. Penny is still working on getting information on the new Integrated Pest Management guidelines.

EXPOSURE CONTROL PLAN/HAZARD COMMUNICATION

Amy shared that we need to revise the Blood Borne Pathogens Exposure Control Plan. We provide Hepatitis B vaccines for the Nutrition Services Director, WIC Manager/Certifier, Teachers, Cooks, and EHS Staff. Amy stated that we need to add Health Services Staff, Custodian, and Maintenance Specialist. These staff have been receiving the vaccine but are not currently part of the policy. Also, who is in charge of making sure these occur needs to be revised as being part of Human Resources responsibilities as that is who takes care of it now. The Committee asked why Teacher Assistants were not in the targeted group. Amy shared that she thought it was because the Teacher is the responsible party. The committee was concerned, especially about Full Day classrooms, where the Teacher is not always there. The committee was also concerned as then there is no one on the bus either to be a primary responder. Amy will take this to the Admin Team to look at adding Head Start Full Day Ta's, all TA's and/or bus drivers. *The group will revisit this policy again next month.*

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

- Aaron reported that we had an incident where a staff member was cut on the wrist from a cardboard book box. First Aid was administered on site. The second incident this month came from a staff member restraining a child and their back and neck became stiff and sore for 72 hours after the incident. No medical attention was needed and the plan for the future is to use a wall for support when restraining a child. The committee wondered how a staff person could ensure that they could get to an area where a wall was available. *Aaron will follow-up with Cade on this.*

-Aaron shared that we have not had any SAIF claims since August 29 of this year, but we have had 7 claims since January 1st. Aaron also shared that 4 out of the 7 claims are from the sites in Milton-Freewater. Our Loss Control Specialist, Luke, will be visiting the sites in Milton-Freewater to do a site observation in November to give his feedback to the staff from a SAIF perspective.

There is no new property or equipment damages to report.

3. **SAFETY MEETING REPORTS FROM SCHOOLS**

Penny shared the safety meeting reports from:

Sam Boardman Elementary – We need to stain our boat again, parking lot issues, hole in playground, disinfecting desks and tables often, online CPR classes

Heppner Elementary – Fire drill, bees on the playground, review of accident reports

Irrigon – permission granted to place sign on gate to keep closed

4. **NEW BUSINESS**

Hermiston CDC says thank you for spraying the crab apple tree to prevent fruiting. Although they still have some, it is a lot less this year. Highland would like theirs sprayed next year as well.

5. **CENTERS SAFETY CONCERNS**

Penny shared the following from centers:

Boardman CDC – needs a sign for the gate to keep it locked, would like a street light for the parking lot, need new chairs in the office. They made a sign for the gate for now, requested a light and new chairs via budget committee. Ideas for training: Self defense, fire safety.

Highland – wanted to move their door chime. It has been decided to buy a separate chime for the door.

Bus Barn – Bay 4 is jerking and is hard to lower. Ideas for training: Dealing with difficult behaviors on the bus.

Victory Square – Idea for training: Fire Safety

Annex – Foot rest needed for staff, ice melt needed. Penny provided staff with a foot rest.

The next meeting is scheduled for November 18, at Hawthorne in Pendleton. A van has been scheduled for travel.

Goal: Umatilla-Morrow Head Start, Inc. will improve safety in the workplace by encouraging habits that make safety a top priority.

Objective: Promote a culture of safety by using positive example and reinforcements focusing on habit changes.

Year	Strategies	Timelines	Documentation	Staff Position Responsible	Completion Date	Costs
2009-2010	Review ideas generated from World Café	9/1/2009	World café notes	Safety/goals committee(sgc)	8/21/2009	
2009-2010	Model safe practices discovered while researching other companies using demonstrations, trainings, etc.	11/20/2009	Training plan, trainings, safety observation forms.	Safety/goals committee(sgc)	5/21/2010 Monthly Health & Safety Checklist, Monthly topics such as: Color coding emergency name tags, Proper lifting techniques,	
2009-2010	Add safety requirements to Job Descriptions & safe work practices to Performance Appraisals.	4/13/2010	Policy council Approval minutes, Job descriptions and performance appraisals	HR Director and Assistant	4/2010 job descriptions, performance appraisals. 9/2010 Present revised performance evaluations at 9/17/2010	

2009-2011	Remind staff monthly to report potentially unsafe conditions or environments as they are discovered.	9/9/2009	Staff newsletter and emails, Meeting Minutes	Safety committee, Administrative Assistant	OSHA Monthly topic addressed at Safety Meetings 9/2009	
2010-2011	Rotate safety message posters to promote safety in the workplace.	9/1/2010	Documentation of topic rotated monthly on Health & Safety Checklist	Operation Directors and assigned Safety Committee members.	9/1/2010	
2010-2011	Research examples of safety issues from other non profit organizations and Fortune 500 companies.	5/16/2011	Report	HR Director, Professional Development Coordinator, USDACM, ISD	Review safety related websites that provide insights to safety related activities in the workplace.	
2010-2011	Present ideas/findings to Safety Committee	6/16/2011	Meeting Minutes	Information Systems Director	Compile information to be presented	
2010-2011	Develop recommendations and findings and present information to various teams for review and implementation	7/14/2011	Report	Safety Committee	8/1/2011	

Objective: Educate staff on the importance of improving safety practices by integrating safety into everyday activities.

Year	Strategies	Timelines	Documentation	Staff Position Responsible	Completion Date	Costs
2009-2010	Review ideas generated from World Café	8/21/2009	Safety minutes	Safety committee	8/21/2009	

2009-2010	Utilize current communication systems to educate staff: Monthly safety topics, weekly safety tips, website information, agency meetings.	9/1/2009	Newsletters, minutes, emails	Safety committee, Administrative Assistant, Operations Directors, IS Director	9/1/2009	
2009-2010	Incorporate safety into each component time at New Staff Orientation	8/17/2009	New Staff orientation booklet	Directors and Managers	8/17/2009	
2010-2011	Present a safety topic at all staff meetings	9/2/2010, 10/29/2010 and 3/4/2011	Minutes	All staff	3/4/2011	

Objective: Increase participation on Safety Committee.

Year	Strategies	Timelines	Documentation	Staff Position Responsible	Completion Date	Costs
2009-2010	Review ideas generated from World Café	8/21/2009	Minutes	Safety Committee	8/21/2009	
2010-2011	Implement options to increase the diversity of the committee to ensure all positions and locations are represented (conference calling, video conferencing, scheduling, etc.)	6/1/2011	Notes	Safety Goals Committee	6/1/2011	0.03/minute/person
2010-2011	Create an avenue for anonymous safety suggestions to the safety committee-pattern after "questions to Cathy"	1/17/2010	Web site, emails	Safety Committee and IS Director	1/17/2010	
2010-2011	Promote safety forum (online, newsletter and staff Meetings)	9/1/2010		Safety Committee	9/1/2010	
2010-2011	Rotate the Safety Committee meetings to other sites other than the Main office.	12/1/2010	Minutes	Safety Committee Chairperson	2/18/2011	

Objective: Market the culture of safety through the use of incentives

Year	Strategies	Timelines	Documentation	Staff Position Responsible	Completion Date	Costs
2009-2010	Review ideas generated from World Café	8/21/2009	Minutes	Safety committee	8/21/2010	
2009-2010	Foster safety by displaying injury-free days agency wide	11/1/2009	Newsletter, web site	HR Director, IS Director, Administrative Assistant	11/1/2009	
2010-2011	Research incentive plans of other businesses	12/1/2010	Report	HR Assistant, Operation Director West		

2010-2011	Work with awards and safety committee to implement monthly safety award of the month/year, injury free rewards (staff/sites), team rewards, high visibility t-shirt, lanyards	8/1/2010	Minutes, application	Awards committee, safety committee, Executive Director		>250.00
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