

## **SAFETY MEETING MINUTES**

**11/16/12**

### **Members in Attendance:**

Carol Vandeman	Penny Gibbs	Kim Montague	Herb Ekstrom
Aaron Treadwell	Dan Daltoso	Tzi Tzi de la Fuente	Ruby Anderson
Jayne Dewees	Jenny Walker	Deb Schnell	

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

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

Safety committee reviewed safety observation forms. 45 new observations for this month, 39 were commended, 6 were coached/encouraged or reinstructed. The group noted that the centers are doing a great job sending in observations. Keep up the great work.

#### **SAFETY CARDS**

No new Safety Cards were received this month.

#### **FOLLOW UP FROM PREVIOUS MEETING**

Annex Hand Rail – Herb reported that installing an additional handrail in the stairway at the Annex has been approved by the landlord. The materials have been requisitioned, installation will occur soon.

Boardman Shed – Dan reported that it has been decided to build a step/platform with a handrail onto the Boardman shed allowing staff to more safely enter and exit the shed. Herb is in the process of building now. Will be installed soon.

Boardman Gate/Security – Herb reported that a chain has been attached to the clip on the gate to help ensure the clip doesn't disappear. Penny reported that this issue was also taken to Focus Group and she has ordered signs for the centers that have requested them. The signs are bi-lingual and will read "Please close and lock gate". They should be arriving within the next few weeks.

Stanfield Linoleum – The linoleum at Stanfield has been replaced and is no longer a tripping hazard.

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

Aaron reported that we had a volunteer roll their ankle and it required a visit to the doctor, but this does not go on our policy. We have had 4 claims since January, with 1 claim open at this time. Aaron also shared that we should be receiving our SAIF renewal rates soon.

Carol shared that we had a bus vandalized in Stanfield. 2 windows and a mirror were broken, as well as 4 sets of STAR seat straps were cut with the seat belt cutter and had to be discarded. Other miscellaneous items were taken from the bus. The bus has since repaired and has been moved to the Bus Barn for safe guarding.

Carol also shared that the Jeep in John Day was involved in a collision with a deer. Cost of damages are not yet known.

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

Kim shared reports:

Stanfield – We received our first report. They have a walk through committee that does facility checks and they are supposed to have their first actual meeting in December.

Milton-Freewater – They have restructured the parking lot, modular need re-leveling and walk ways need covered, want to remove all the gravel around the school grounds.

Irrigon – They need to improve on their Fire Drill times and lock down drills; Head Start has asked to be included in the lock down drills

PEHS – no meetings happening yet

Hermiston High School – no contact from school district

#### **4. NEW BUSINESS**

Herb reported that most of the Tobacco Free signs are up at centers. Just a few left to do.

Kim shared a concern that arose at a Cluster Meeting. A child fell and was bleeding and no one on site had a first aid kit or a Blood/Body Fluid Clean up kit. Kim is making up kits for the Health Start Staff to have for socializations and we will remind staff about taking these materials to events off campus at the Team Leader meeting today.

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

Highland shared that their cement stairs are getting slick due to the wet weather. Sand strips needed. Staff also reported that the handrail on the ramp is getting rough and needs sanded before children or staff get splinters. Work Orders should be done for these items.

Stanfield reported that their classroom sometimes smells of gas when the heat comes on. Deb will contact the school principal about her concerns.

Carol and Penny shared safety concerns at the bus barn. We will be getting 2 new buses soon and they are bigger than the current buses we have (that we will be getting rid of). Space is tight right now due to moving the Stanfield bus to the bus barn and drivers have to park just right to get them all to fit. When the new buses come, there will not be room for them all.

Penny is working on the following solutions: Moving the traveling preschool to another location for storage, contacting landlord of the bus barn to check on adding a bay to our lease, cleaning out the bus barn and selling some unneeded items.

***The next meeting is scheduled for December 14, 2012 at the Hermiston Main Office.***