

SAFETY MEETING MINUTES

12/14/12

Members in Attendance:

Carol Vandeman	Penny Gibbs	Kim Montague	Herb Ekstrom
Aaron Treadwell	Dan Daltoso	Tzi Tzi de la Fuente	Ruby Anderson
Jayne Dewees	Deb Schnell	Chelle Hankinson	Deborah McDonald

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

Safety committee reviewed safety observation forms. 35 new observations for this month, 35 were commended, 5 were coached/encouraged or reinstructed. Penny pointed out that some center staff are including regular volunteers in the Safety Observations. The group felt that this was appropriate and commended those centers for including the regular volunteers in this process.

SAFETY CARDS

There was one new Safety Card this month for Herb Ekstrom for finding a foreign object wrapped around the bus. Carol reported that she was able to stop the bus driver and get the object removed so no damage occurred.

FOLLOW UP FROM PREVIOUS MEETING

Annex Hand Rail – The new hand rail at the Annex has been installed

Boardman Shed – The new steps for the shed were built and installed.

Boardman Gate/Security – The signs that were ordered to place on gates had a spelling error and had to be returned and reordered. The new signs should be arriving soon.

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

Aaron reported that we have not had any new injuries.

Penny shared that Victory Square had a window broken in the kitchen over a weekend. The cause is still unknown, but the impact was hard enough that the whole window had to be replaced, not just the glass. The security system did not activate, so we know that no one entered the building through the window.

Herb reported that there was a broken water pipe at the Main Office. It has been resolved for now. There was some water leaking into the cellar area, but no damages.

Jayne shared that she had a parent report to here that they would not want their child to attend the Highland Center due to the fact that they felt the stairs in the building were a safety issue. Penny shared why we do not have a gate at the top of the stairs and how the staff teach the children to use the stairs safely. Aaron and Penny also shared that there has never been an incident involving an injury due to the stairs at Highland. Jayne reported that the parent was concerned about some high needs children at the center and the potential for someone to get pushed down the stairs.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Kim shared reports:

Stanfield – No report this month. Deb will follow-up as the Safety group did a walk through last week.

Milton-Freewater – Discussed the parking log being graded, changes to the parking lot and freezing fog in the area

Irrigon – Discusses staff First aid cards, and lock down procedures

PEHS – Discussion of 10 staff injuries on campus this year

Hermiston High School – They have one large meeting in September for all staff. Maintenance personnel meet once a month at 6:00 am. Staff at HHSEHS will not be required to attend this meeting.

Heppner – Discussed Evacuation Plans

4. NEW BUSINESS

Chelle Hankinson shared and presented information on composting to the group for discussion. She shared that Boardman EHS has a parent that is very interested in starting composting bins at the site. We are also hopeful that we will be able to do a composting bin at the new Milton-Freewater site. The group discussed potential safety concerns with having a composting site in the playground area. The group felt that it probably should be covered so that children could not have access to the decomposing materials. Penny suggested the Chelle follow-up with Starla to contact Heidi at the Child Care Division to see what their take on composting is. Boardman is a licensed site, so we would have to follow any guidelines from the Child Care Division. Chelle will follow-up.

5. CENTERS SAFETY CONCERNS

Highland shared that their cement stairs do not have sand strips yet. Herb reported that he has the materials, but it has been either too wet or too cold to place it on the steps.

The next meeting is scheduled for January 18, 2012 at the Hermiston Main Office.