

## SAFETY MEETING MINUTES

March 18, 2011

### STAFF IN ATTENDANCE:

Eric Carpenter	Toni Eddy	Penny Gibbs	Carol Vandeman
Tzi Tzi Delafuente	Herb Ekstrom	Aaron Treadwell	Sheri Maze

### 1. OLD BUSINESS:

#### REVIEW OF SAFETY OBSERVATION FORMS

The group reviewed the month's safety observation forms. Most of the forms were marked commended. Forms are coming in consistently from the Operations Directors. 1 hazard was noted when a staff person left file cabinets drawers open and had two drawers open at a time. The committee discussed tracking participation of completing Safety Observation forms by center. Toni feels that we may be able to get staff more vested in promoting safety as it leads to lower insurance costs and can reduced missed time at work which can affect the whole team. Aaron will look into a tracking system.

#### SAFETY CARDS

Penny reported that there was 1 new card since the last meeting for using a step stool correctly for the job.

#### VICTORY SQUARE PARKING AND TRAFFIC UPDATE

Penny showed the group pictures that Mary took of the parking lot during the mid-day transition. Penny also shared her observation of the mid-day transition. One of the problems we are running in to, is now that we have changed the walking radius, we have more walkers and self transporters creating shorter bus routes, but a lot of traffic at the center. Families are parking on the island, directly behind the parking spaces, which is not a designated parking area. This creates a safety concern for Pedestrians, people backing up from the parking spaces, and for vehicles entering the parking lot. Penny shared that after discussing it with Mary, her and the staff placed cones and buckets upside down on the side of the island to prevent families from parking here. Families instead parked in the spaces left open for them to use, but there were still not enough parking spaces for all the families that were coming and going during this time.

**Recommendations from the Safety Committee after reviewing the photos, the safety observations and discussion are as follows:**

**\*Paint the curb around the island red to show that it is a no parking area OR paint NO PARKING, could be in white to match, on the pavement in front of the island.**

**\*Do a test run and have all center staff begin parking on the street or in the grocery store parking lot, leaving the entire parking lot available for parents and visitors to see how this improves safety in the mid-day transition.**

**\*Center staff should continue pedestrian safety education with parents and children.**

**\*Possibly leave the space closest to the door available for staff (IE each staff person gets to park there for a 2 week period). This is not a safe parking spot to have traffic coming in and out of all day as you have to pull into and back out of it through the pathway that leads directly to the front door of the building. Staff reports that family's race in to the lot to get that spot.**

## ADULT SIZE CHAIRS AND STAFF/PARENT SAFETY UPDATE

Penny shared that the total number of chairs needed has been tallied, but there is a suggestion to purchase risers instead of the chairs. Penny shared what the risers look like. They can be used in the classroom or at the eating tables, so they would be multi-purpose. The committee discussed that the risers are heavier than a chair and would not be sanitizable. Concerns were raised around food and milk spills as the risers are carpeted. Other concerns included no back support and the cost.

**It is the recommendation of the Safety Committee to purchase plastic kid style adult chairs verses the risers for adults to use at meal time in the Head Start classrooms.**

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

Carol reported that she is working with the manufacturer of the wash brush on the claim for damages to the Highlander.

Sheri shared that the fridge in the alt ed entryway at HHSEHS has been removed.

No new claims

Carol reported that they now have signs for the bus barn doors to warn people of the doors slamming with the wind. Penny has done a work order to have Herb replaced the wearing ropes on the large bay doors.

### 3. SAFETY MEETING REPORTS FROM SCHOOLS

Sheri reported on safety meeting reports from schools.

### 4. NEW BUSINESS

#### 5<sup>TH</sup> ANNUAL OSHA TRAINING CONFERENCE IN PENDLETON

Carol and Herb are interested in attending the conference. The conference flier is attached.

#### SDC REPRESENTATION

Eric shared that the Safety Committee Chairperson is part of the Staff Development Committee and will give reports as part of SDC. There will be a meeting every other month. If the Chairperson cannot attend, the Vice Chairperson should attend.

### 5. CENTERS SAFETY CONCERNS

No new concerns

The next meeting is April 15<sup>th</sup>, at 8:30 at the Main Office.

Round-Up Your



Wednesday, June 15, 2011

5<sup>th</sup> Annual  
Blue Mountain Occupational  
Safety & Health Conference

Pendleton Convention Center  
Pendleton, Oregon

Health and Safety Culture



The 5<sup>th</sup> annual event focuses on helping you and your organization (no matter the company size or industry) strengthen your safety culture. Attend this one-day event that offers help in the following areas:

- Preventing the Human Error: What's Stopping Us!
  - Hazard Recognition
  - Employee/Management Panel
  - Conducting Health Hazard Assessments
  - General Industry Security
  - Food Defense Planning for Food Manufacturing
- New this year – safety topics in Spanish!**
- Manual Material Handling
  - Hazardous Energy Control and Machine Guarding
  - Hazard Identification and Control

**Exhibits** featuring the latest in safety and health products and services

Registration Fee is \$50 per person (includes lunch)

**Questions?**

Contact the Conference Section  
toll-free in Oregon 888-292-5247, option 1  
or in Salem 503-378-3272

[Oregon.conferences@state.or.us](mailto:Oregon.conferences@state.or.us)

Visit the conference web site at [www.oroSHA.org](http://www.oroSHA.org)

Attend the SHARP Alliance  
quarterly meeting  
— June 14<sup>th</sup> —

Visit [www.sharpalliance.org](http://www.sharpalliance.org)  
for more information

A joint effort of the Oregon SHARP Alliance, Oregon OSHA, and employers/employees from Northeast Oregon.