

## **SAFETY MEETING MINUTES**

**March 23, 2012**

### **Staff in Attendance:**

**Penny Gibbs  
Toni Eddy  
Ruby Jean Anderson**

**Debra McDonald  
Aaron Treadwell  
Tzi Tzi DelaFuente**

**Herb Ekstrom  
Carol Vandeman**

### **1. ELECTION OF OFFICERS**

Nominations were made for Toni Eddy to act as Chairperson, Herb Ekstrom to act as Vice Chairperson, Penny Gibbs to act as Secretary, and Debra McDonald to act as back-up Secretary. A motion was made by Herb to approve the nominations; it was seconded by Carol Vandeman. The motion carried.

### **2. OLD BUSINESS:**

**REVIEW OF SAFETY OBSERVATION FORMS** – The group reviewed 26 Safety Observation forms received this month. Out of the 26 submitted, 3 were marked as re-instructed or coached & encouraged. Two were in the area of bending safely; the other was not sitting in an appropriate chair. Penny shared that Luke from SAIF will be coming to the April Team Leader meeting to do a training on using Safety Observation Forms.

**SAFETY CARDS-** There were no new safety cards this month

### **ITEMS FOR FOLLOW UP FROM LAST MEETING**

**Umatilla School Zone Request** – Nothing to report at this time

**Umatilla gate for hallway** – Nothing new to report at this time

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

Aaron shared that we had to reset the clock on Tuesday, as we had an injury. A staff member was running errands and stumbled on an uneven surface and fell, fracturing their arm. Aaron wanted staff to be reminded that even if you are off site, but on work time, workers compensation is the primary provider for work related injuries. Aaron stated that we also had a reportable injury in February which was a staff member was kicked in the groin by a child.

Carol shared a new miss. She shared that one of the bus drivers has trouble opening the hood to the bus and opens it from the side. The other day it almost hit another driver in the head, as the driver opening the hood did not know the other driver was there. The solution from the issue is to have someone help the driver, or do it themselves, and to always open the hood from the front where you can see.

Carol also shared that we had a bus vandalized in Milton-Freewater. Someone broke two windows and hit the side of the bus with a rock. We will have to pay the deductible of \$500 to have it repaired. Carol has a lead on a secure storage area for \$15.00 per month. Penny will follow-up to see if this is a possibility. Herb stated that he heard the School District was going to be putting in security cameras.

### **SAFETY MEETING REPORTS FROM SCHOOLS**

Not available at this time

### **3. NEW BUSINESS**

The April meeting was scheduled to be held in Milton-Freewater. Kim will be out on FMLA and Penny will be in Nashville. Penny asked if we still wanted to have the group travel to Milton-Freewater for the meeting. She reminded the group that the purpose of moving the meetings around was to gain new members. So far this year we have had a meeting in Pendleton and Umatilla, and have not gained any

new members from those locations. If we don't feel that having the meeting in Milton-Freewater will encourage staff to join the committee, we might want to rethink traveling that far for a meeting. The group discussed that the Milton-Freewater staff have had the opportunity to participate in meetings all year and did one time. The group decided that the April Safety Meeting will be held in Hermiston and Milton-Freewater will be asked to participate via video or conference calling.

The members of the Safety Committee asked if we could see if we could make it mandatory that each community have one member on the committee. Penny said she would follow up with Admin and OSHA requirements.

## **5. CENTERS SAFETY CONCERNS**

No concerns

The group discussed making sure when centers received large shipments of items or furniture that they are not stored where they are blocking entryways or exits.

Carol shared that they still have people walking through the Bus Barn grounds. Carol is calling the police when this occurs. On one incident, the police said they were too busy to respond. Carol had felt it necessary to call, as the gentleman was walking close to the cars looking inside.

**The next meeting is scheduled for April 20<sup>th</sup> at 8:30 a.m. at the Main Office.**