

## **SAFETY MEETING MINUTES**

**September 16, 2011**

### **Staff in Attendance:**

**Tzi Tzi DeLaFuente  
Herb Ekstrom  
Aaron Treadwell  
Sheri Maze**

**Toni Eddy  
Penny Gibbs  
Ruby Anderson  
Cheryl Johnston**

**Amy Hendrix  
Carol Vandeman  
Shawna Glasscock**

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

**REVIEW OF SAFETY OBSERVATION FORMS** – Two forms were submitted (out of 5) that had staff instructed or coached and encouraged. One was for an adult sitting in a child size chair/child sitting in adult size chair, one for a staff member who had two file cabinet drawers open at the same time – tipping hazard.

**SAFETY CARDS-** None submitted

**STRATEGIC PLANNING GOALS** – Amy 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 will clean up the goal sheet to reflect just the items that the group needs to continue to work on and we will revisit the goals again at the next meeting.

**UMATILLA COUNTERS SHARP EDGES** - Herb reported that they have been covered with corner bumpers and the issue is resolved.

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

- Aaron reported that on August 29<sup>th</sup> a staff member was injured moving a writing table by themselves and tore their meniscus. The group discussed buying furniture dollies for the classrooms. The group determined that TEAM LIFTING techniques are still the better option when moving heavy furniture.

-The group discussed the fact that there has been 4 injuries in Milton-Freewater in the last year.

- Aaron reported that there was also an incident where a staff and a child collided and the staff had blurred vision and had to go to the Emergency Room to get checked out.

The Group discussed Aaron talking about Safety and sending a reinforced message about the importance of safe work practices at the Extended Management Meeting today.

Penny shared that the new caution paint at the Main Office has helped. The new No parking signs and paint at Victory Square have also helped. Carol shared that the bussing and parking situation at Umatilla is becoming an issue as there is no designated area for a crosswalk and there is quite a bit of traffic. Penny and Sheri will take a look on Monday at 9:00 am.

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

**None yet**

**4. NEW BUSINESS**

- Bees – Cheryl asked if centers were allowed to use traps for bees outside. Penny shared that there are some that you use juice in and no chemicals. Penny will check into it and let everyone know. The bees are very bad this year so removing nests will be the most important factor in eliminating them.

**5. CENTERS SAFETY CONCERNS**

- Irrigon – Shawna asked if we put a sign on their gate to remind people to keep it shut. Penny stated that this would be a good topic for her School Safety meeting.
- Boardman – Toni and the group about how important it is to make sure children are oriented to their new environment, especially in the outdoors.

The next meeting is scheduled for October 21<sup>st</sup> at the Annex.