

**SAFETY MEETING MINUTES**  
**1/17/14**

**Members in Attendance:**

Carol Vandeman  
Ruby Anderson

Penny Gibbs  
Joann Boyle

Deborah McDonald  
Kim Montague

**1. OLD BUSINESS:**

**REVIEW OF SAFETY OBSERVATION FORMS**

Safety committee reviewed 38 safety observation forms; 36 were commended, 2 were coached and encouraged. Activities that were coached and encouraged included:

- Flour spilled from sensory table created a slippery floor; coached to clean up spills which create a hazard
- Moving classroom furniture with children present; coached to re-arrange furniture when children are not present.

**SAFETY CARDS**

Natalie Brewer-Cleaning pigeon excrement off patio

**OTHER ITEMS**

Trapping for pigeons at Victory Square will begin this week

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

One injury this month, staff member slipped, fell on floor.

**3. SAFETY MEETING REPORTS FROM SCHOOLS**

We received School Safety Minutes from Sam Boardman and AC Houghton this month and learned that Pilot Rock will begin to have Safety Meetings.

**4. NEW BUSINESS**

Safety Committee was asked to look at how membership is formed; currently membership is open to any and all staff that want to help ensure a safe work environment; and, we have good representation of agency positions. After discussion, Safety Committee agreed to keep membership open to all.

**5. CENTERS SAFETY CONCERNS**

The Bus Barn's exterior lights need to be replaced frequently, a suggestion was made to install motion lights. These lights might also help to call attention to individuals walking across the property.

*The next meeting is scheduled for February 21; 8:30 am at the Main Office.*