

**SAFETY MEETING MINUTES**  
**2/21/14**

**Members in Attendance:**

Carol Vandeman	Deborah McDonald	Dan Daltoso	Jayne Dewees
Ruby Anderson	Joann Boyle	Kim Montague	Amy Hendrix
Herb Ekstrom	Chelle Hankinson	Natalie Brewer	

**1. OLD BUSINESS:**

**REVIEW OF SAFETY OBSERVATION FORMS**

Safety committee reviewed 46 safety observation forms; 38 commended, 6 coached and encouraged, 2 reinstructed. Activities that were reinstructed or coached and encouraged included:

- make sure to have “visuals” on glass doors
- when changing light bulbs near a doorway, enlist another person to ensure people/doors don't hit the ladder
- for health of your back, squat rather than bend at waist. During classroom mealtimes, staff should be seated and pass the food, rather than passing the food as they bend low and walk around the table.
- keep work area/office space walkways clear; move paper piles or other hazards out of walkway (2)
- use step stools or ladders, do not use chairs or counters to reach height
- close file cabinet drawers to avoid cabinets tipping and/or staff tripping/running in to.
- do not leave agency vehicles unattended while they are unlocked and running.

**SAFETY CARDS**

None submitted

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

- One staff injury reported, no Dr. visit required.
- Boardman bus was tagged with graffiti, Police Officer cleaned it off. Boardman centers are sending Thank You cards to the Police Department.
- An agency bus hit a pickup's mirror.
- Theft of toilet paper, paper towels, soap dispenser batteries, garbage liners at Main Office Wic.

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

We received School Safety Minutes from:

-Irrigon/AC Houghton

-Sam Boardman: school staff are concerned the Head Start ship's "bow" could be hazardous to students who are unaware and run into it. PACO will evaluate the risk.

-PEHS

-Herm School District: discussed proper lifting; slips, trips, falls; IPM.

### **4. NEW BUSINESS**

Dan reported that decisions made through the Budget Committee will result in the replacement of the main door at Boardman CDC over Spring Break; Umatilla site will get new trees, Umatilla Modular will receive new windows, the main Umatilla building will get new kitchen flooring; and 50 new star restraint seats for the buses will be purchased.

Dan reported that the last snow storm was an opportunity for he and Penny to learn more about quick and orderly snow removal, and a thank you card was being sent to Port of Morrow from Boardman CDC for their assistance in removing snow.

The next Safety Meeting is rescheduled for March 14. This meeting will include election of officers and everyone is welcome to attend.

### **5. CENTERS SAFETY CONCERNS**

A staff member suggested that the agency look at the use of Triclosan, which is a common ingredient in Anti Bacterial soaps and other assorted personal items. The toothpaste and hand soap that Umatilla Morrow Head Start purchases does not contain Triclosan. Amy sent an email with links to sites where staff can get more information.

During the above discussion, a question was raised regarding CaviWipes. We were reminded that the instructions are to wear gloves when using the wipes.

### ***ELECTION OF OFFICERS***

***The next meeting is scheduled for March 14; 8:30 am at the Main Office.***