

SAFETY MEETING MINUTES

2/20/2015

Members in Attendance:

Penny Gibbs, Kim Montague, Elizabeth Flores, Deborah McDonald, Jayne Dewees, Katherine Harris, Herb Ekstrom, Ruby Anderson, Janet Stuart, Deborah Wilson and Daniel Daltoso.

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

59 Safety Observations were received-51 commended, 8 were coached/re-instructed on the following topics:

- *Please avoid bending at waist; standing leaning over the table to serve/help students x 2
- *Please do not string electrical cords across walkways
- *Instructions to children-knife safety
- *Please keep bleach bottles out of reach of children when sanitizing tables
- *Please use a step ladder to reach high, rather than stretching too far, straining your back
- *Correct use of food service gloves
- *Safe food preparation for infants/toddlers

SAFETY CARDS

3 Safety Cards

- *Elia Carilla-keeping children safe by reading labels
- *Deborah McDonald-cleaning up water, preventing potential fall
- *Deborah McDonald-noticed mold growth in center

OTHER

Herb is in the process of collecting supplies needed to secure the toy shed doors so they stay open during windy days and don't slam shut.

The purchase of Safety Vests for bus drivers is moving forward, prices are being collected.

The safety of the double hung kitchen door at Punkin Center is being evaluated, there is concern that the open top half may be a hazard.

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

One report of a staff injury in January; back injury resulted from pushing classroom furniture.

One report of property damage from slashed tires on the trailer at Highland.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Sam Boardman-January minutes-discussion of the Head Start boat needing repairs and upkeep. Herb is in process of collecting needed supplies and will be making repairs this month.

4. NEW BUSINESS

Election of officers for Safety Committee are to be held during the March Safety Meeting. Please come join us!

Our May Safety Meeting has been rescheduled to May 8 so that participating staff are able to attend before summer shut down.

5. CENTERS SAFETY CONCERNS

Staff at Victory Square report a wasp nest inside the shed that they aren't able to remove, and have staff that are allergic.

Main Office reports that the finger guard on the paper cutter needs repair. Herb is fixing it today.

6. CORRECTION

Error in last month's minutes:

There is no ramp at Victory Square for wheelchair but it does now have a door bell for assistance.

Correction:

Victory Square does not need a ramp, and this was not the issue. The concern arose from a parent in a wheel chair who had difficulty opening the doors to the center. A door bell was installed so that people who need assistance, can ring the door bell to alert staff.

ELECTIONS!!!

***The next meeting is scheduled for March 20, 2015; 8:30 am at the Main Office.
Come join us!***