

SAFETY MEETING MINUTES
4/18/14

Members in Attendance:

Carol Vandeman	Deborah McDonald	Jayne Dewees	Joann Boyle
Kim Montague	Amy Hendrix	Herb Ekstrom	Chelle Hankinson
Aaron Treadwell	Lacey Cleveland		

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

Safety committee received 50 safety observation forms; 40 commended, 10 coached and encouraged or reinstructed. Activities that were reinstructed or coached and encouraged included:

- Be sure to take out garbage, or other bags, before they become too heavy to lift
- Clean up water spills on floor, and investigate for possible leaks
- Proper squatting (2), feet flat on floor, bend your knees, lower the hips.
- On the bus, please sit straight in the seat with feet out of the aisle, and please remain seated while bus is moving
- Please avoid leaning on tables with wheels, or other wheeled furniture
- Please remember to use a step stool, rather than standing on low cupboard
- Take care of your back, sit straight, upright in chair with feet flat on floor.
- Proper and safe storage of knives, avoid laying them on overhead shelf where they may not be seen
- Sanitation/cleaning. Please do not clean sink or any other surfaces with cloth used to clean the toilet.

SAFETY CARDS

Vickie Chambers-proper bending/lifting technique
Candy Green-playground safety

CORRECTION TO LAST MONTH'S MINUTES

The Safety Committee discussed carbon monoxide detectors for our sites with gas stoves and furnaces. Kim spoke with the Fire Marshall to determine if they were required for our childcare sites. They are not, but are recommended if people will be sleeping. The Safety Committee ~~voted~~ **recommends** and supports the purchase of carbon monoxide detectors at our sites.

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

Staff member on a 10 minute walk reported being bitten by a dog that jumped the fence. Did not result in a claim being filed, but staff was encouraged to make a report with the local authorities.

3. SAFETY MEETING REPORTS FROM SCHOOLS

We received School Safety Minutes from:

-Irrigon/AC Houghton, March minutes. The school has decided to use the church for evacuations.

4. NEW BUSINESS

-Carbon Monoxide detectors have been purchased and sent to appropriate centers. Penny sent an email explaining placement of detectors within the center.

-The Safety Committee is pleased with the number of Safety Observations that staff are completing each month, and due to that number and to ensure appropriate length of meetings, the Safety Committee has agreed to review the Safety Observations that are marked with Coached and Encouraged or Re-instructed.

5. CENTERS SAFETY CONCERNS

No safety concerns.

*The next meeting is scheduled for May 18; 8:30 am at the Main Office.
Come join us! We're friendly. And safe.*