

SAFETY MEETING MINUTES
12/16/16

Members in Attendance:

Norma Jaime, Herb Ekstrom, Rhonda Cole, Carol Vandeman, Kim Montague, Ruby Anderson, Kami Robeson, Hector Perez, Katherine Harris, Amy Hendrix, Penny Gibbs, Dan Daltoso, and Jan Alberts.

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS

33 Safety Observations were completed, 3 were Coached/Re-instructed.

- When fitting children's helmets, please ensure proper fit, adjust straps as needed.
- File cabinet drawer was left open, staff walked into it causing it to tip over. Please be sure to close file cabinet drawers if you walk away from the work area.
- Electrical cord stretched across the floor, staff member tripped over cord. Please keep tripping hazards out of the walkway.

SAFETY CARDS

Amy Willenburg noticed child safety restraints were not properly installed and corrected them.

OTHER

Penny contacted City of Hermiston to discuss the route, and bus stops, for the future Hermiston City Bus. Our Safety Committee suggested a stop at the Main Office, rather than across the street would be safer for clients. The city felt this would be a major route change and has decided to keep the stop as planned given that there is a cross walk for pedestrians. Our agency will help to encourage pedestrian safety with our clients.

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

4 staff injuries reported, 2 resulting in SAIF claims. These were:

- Staff person tripped over child's coat, injured leg.
- Staff assisting with the making of button badges resulted in a swollen hand.
- Child pushed a chair away from table, staff tripped over chair, fell on knee.
- Staff was burned on her hand when moving a hot pan.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Sam Boardman, Nov minutes received. Evacuation time for Fire Drills has been 5 ½ minutes, they would like to evacuate in under 1 minute.

Irrigon/AC Houghton, Dec minutes received.

4. NEW BUSINESS

Concerns were brought forward regarding travel during winter storm weather to attend the Equity Training on December 9. The agency was aware of risks and staff concerns but also had to consider the planning and arrangements for the training and could not cancel. UMCHS did offer accommodations to staff, the night before and after the training, and allowed others to decide to stay home. The Equity Training is required for all staff and the agency will be looking for other qualified trainings for staff who were not able to attend on December 9.

5. CENTERS SAFETY CONCERNS

- A concern was voiced regarding Punkin Center's loading/unloading spot. Penny has monitored pick up and drop off and will continue to evaluate for safety concerns once school resumes in January.
- Punkin Center. Staff would like a School Zone sign posted on the road. Penny will contact the county to check on the possibility of adding a sign.
- A concern was raised regarding children and adults loading and unloading buses where snow and ice have not been addressed. Please be sure to shovel snow and use ice melt in these areas.

The next meeting is scheduled for January 20, 2016; 8:30 am at the Main Office.