

Safety Committee Meeting October 25th, 2019

Present:

Katie Smith, Ian Larson, Dennis Allen, Rebecca Velho, Caitlin Fernandez, Kacey Calhoun, Maggie Friar, Lori Henderson, Natasha Imel, Renee Daniels, Amy Merriman, Maria Liberto, Laurie Hester

Laurie called meeting to order at 1:15

Maggie will be the Safety Committee Chair Person

Incident & Injury Report:

1. Staff member bumped lever of chair with foot causing the chair to drop pinching foot between the leg of the chair and the bottom of the seat.
2. Child bit staff member
3. Child moved behind staff member while they were stepping backwards causing the staff member to trip and fall into the wall and hit back on the window ledge
4. Staff member fell off an obstacle course they had designed for the children hurting arm and buttocks while attempting to break the fall.
5. Staff member got a bite on arm while putting away a Sysco order.
6. Chair flipped forward while staff member was sitting in causing them to fall on the floor and into the open filing cabinet
7. Staff member was charged and rammed in the side by a child.
8. Staff member sliced the tip of their finger while cutting watermelon.
9. Staff member stepped backwards to avoid a child on a trike and fell
10. Child threw a stool across the classroom hitting a staff member in the mouth
11. Staff member fell while playing tag with children.
12. Child continuously punched and kicked peers and staff
13. Staff member was attempting to stop a child from throwing a chair and was bitten.

In 2018 there was a total of 130 reports. Of the child reports there were 35 total with 10 being major (7%). There were 98 total employee reports with 18 being major (14%). So far in 2019 there have been 28 total reports. 12 of them were child with 5 of them being major (19%). There are 16 total employee reports with 4 being major (15%).

Action Items:

1. Look into preschool size tables with benches built in to eliminate chairs

Center Safety Concerns:

1. EHS WM- Awning isn't working; work order needs to be placed.
2. HIL- Too hot of water in sink and needs a larger mirror for supervision
3. SV- Too hot of water in sink
4. EP- Rat issue currently being worked on

5. CP- Needing covered trash cans for all
6. Progress- needs larger trash cans, room 1 & 2 needs different cabinet locks, Room 1 needs fire extinguisher training, Room 1 & 2 needs end caps on cabinets, Room 1 & 2's bathroom needs something on the end of the stool that's pushed against the sink, Room 4 concern of sand in their sinks, Room 3's floors are slick and children are wanting to slide around in their socks and the large opening in the room.
7. OH- Blind spot behind the bike shed. Children have learned how to open the gate to the parking lot.

Ground Rules:



1. Be on time.
2. Limited side conversations
3. Listening ears and be observant
4. Participate in meeting
5. Be innovated and creative, work to be problem solvers

Safety Committee Representatives Online Training

1. Caitlin will add the 2 safe school trainings next week. These will be due next week.
 - a. Principals of accident and incident investigations
 - b. Safety committee Operations

Monthly Safety Award Process

1. When you observe or are told about someone being safety conscious (e.g. someone used a step stool instead of chair) you fill out the recognition sheet provided and present it to the staff member.
2. Email Laurie with their name and what they did for the safety recognition.
3. Their name is then placed into a drawing that is held monthly for either a Head Start t-shirt or 1 hour of admin time. They will also be featured in the weekly memo with permission.

	
Activity	Need a time keeper
Snacks	Roster with time in-out needed
Organized	
Meeting minutes being kept by Jonnie	

Meeting Adjourned at: 3:05

