

Josephine County Safety Committee

Meeting Minutes

October 18, 2019

1:15 – 3:00

Staff Present: Melyndee Solorio, Andrea Sedano, Andrea Steelman, Rosa Morfin, Milli Desruisseaux, Susan Baker

Staff Absent: Connie Sepich, Christina Buttrum (mandatory meeting), Krista Propps

1.0 Selection of a meeting chairperson: Milli Desruisseaux volunteered to be the meeting chairperson for the 2019-2020 program year.

2.0 Online Training Requirements of Reps: Caitlin will assign committee reps Principles of Accident and Incident Investigations, and Safety Committee Operations via the Safe Schools web platform.

3.0 Accident/Incident Investigation form: Major incidents experienced by employees will be investigated by the center's committee representative using the Accident-Incident Investigation form. Laurie will follow up with the safety rep regarding the investigation.

4.0 Monthly Safety Award Process: Laurie distributed certificates for reps to give employees who demonstrate they are safety conscious (using a step stool, immediately cleaning up a spill on the floor, etc.).

Process:

1. The rep awards the employee with the Safety Certificate.
2. The rep sends Laurie an e-mail listing the employee's name and reason they are being recognized.
3. During the next Committee meeting (in JoCo or JaxCo), all employees who received a certification of safety recognition will be in a drawing where a name is randomly chosen to be the Safety Employee of the Month.

5.0. Review of Workplace Inspection form (for Dec., Feb., April): During the months the committee does not meet, committee reps will use this form to conduct an onsite inspection. After the inspection, the rep will scan and e-mail the form to Laurie. During the next committee meeting the workplace inspections will be discussed.

6.0 Center Safety Concerns:

Riverside: A computer desk and computer that is no longer used in taking up space in the shed, making it challenging and an ergonomic risk to reach for other commonly used items.

Action Plan #1: Susan will send Laurie a picture of the inside of the shed. Laurie will submit a work order to have both items removed.

Grants Pass EHS: Mirrors are needed for the hallway and classroom. Would be nice to have walkie-talkies too.

Action Plan #2: Laurie will visit GPEHS during the week of 11/11/19 to conduct a safety walkthrough and will look at areas where mirrors may be needed. Site managers can order walkie-talkies and set up a system of usage. Laurie will talk to leadership about promoting the use of walkie-talkies.

CJ EHS: A real glass mirror in the toddler room needs to be removed. The security mirror that is currently in place is too small. A larger one needs to be ordered and installed.

Action Plan #3: Laurie will talk to Nalita about the glass mirror in the toddler room. A new mirror will be ordered, and a work order placed to install the mirror in place of the small one that currently exists.

Riverside: On both sides of a ramp there is an area where children trip.

Action Plan #4: Laurie will visit Riverside to look at the ramp during the week of 11/11/19.

7.0 Employee Incident Reports:

EHS GP Playground: All reps agreed the employee should not have walked on the blocks to demonstrate to children since the blocks are only meant for children to walk on.

Biting Incident: Staff working with children who are known to bite, could wear a long sleeve denim type shirt over clothing to protect themselves from bites.

Stool Thrown by Child: Centers with aggressive children who throw furniture such as a stool, should remove the stool or any other item the child may choose to throw. Last year at EP, chairs not being used were removed from the classroom in order to keep a child from throwing them.

8.0 Committee reps took a tour of the PV facility.

9.0 Meeting Evaluation

Reps enjoyed touring the PV facility, enjoying coming together and meeting other staff, and would like to visit other centers if possible.

10.0 Next Meeting

November 15th from 1:15 – 3:00 at Park View