

Josephine County Safety Committee Minutes

February 8, 2019

Parkview Center

1:00 – 2:30

Attendance: Nalita Baumbach, Connie Sepich, Veronica King, Traci Briggs, Marlinda Lucas, Christina Godfrey

- I. **After a slight delay 😊**, the meeting was called to order by Laurie.
- II. **Previous minutes were approved.**
- III. **Reporting incidents:** If a staff member does not require first aid for an incident that occurs, an incident report is not needed.
- IV. **Current Center Safety Concerns**—none at this time.
- V. **Accidents and near miss reports were shared.** Discussed the need for additional staff for classrooms that are overly burdened with challenging behaviors.
- VI. **Daily Safety and Sanitation Checklist Revision**
Discussed cups for drinking water—make them “available when needed”
EHS-need verbiage on unsafe/hazardous materials—and the disinfectant that is “out of reach” instead of locked.
Reword the Child Meds section so its not so confusing.
- VII. **Safety Committee Binder Revamp**
Table of Contents, tabs, and Jan-Dec tabs were distributed. Resources shared with the Center team on staff safety will be placed in the corresponding month’s tab, so you can look back and see what resource was shared during monthly team meetings.
- VIII. **Facility Binder Revamp**
Laurie shared her idea of reorganizing the Facility binder since the current one is outdated and obsolete. The Operations team agreed to allow Laurie to move forward with a complete re-vamp. Most facility information is

stored electronically by Ashley Clayton. The new Facility Binder will be used to keep important documents that OCC and SOHS auditors need to see.

Binders that will soon be phased out: Center Safety Binder, and the Safety Data Sheet Binder.

During Center Team Meetings, currently there are 3 sign in sheets. It is being proposed that the Center Team Meeting Agenda include the title of the Child Safety Training topic (written on the agenda), and the title of the Staff Safety Training topic, also simply hand written on the agenda. This way, there is no need to have two additional sign in sheets. The actual resource for both training topics are in their respective binders (Safety Committee Binder & the Child Safety Training Binder) if someone needed to see proof of the actual resource shared. This eliminates the need to keep a record of all center safety trainings in the Center Safety Binder thus eliminating a binder. The SDS will be updated soon. OSHA states we can have the SDS on the website and do not need a hard copy in every center.

IX. Evaluation of having a Josephine County Safety Committee

Comments from representatives:

- Feel that we are being heard
- Like the face to face experience
- No lag time due to connectivity issues

X. A concern was raised about information that was shared at the Jackson County Committee meeting that a rep heard about. Michael had mentioned at the meeting that eventually the main office entrance would be locked and people would be buzzed in. The concern is about how impersonal this change will be to families. The thought is that parents will be given a negative impression on what could be their first interaction with Head Start personnel. Laurie explained the safety concern with the main office reception area. It is difficult to reconcile with our changing society and the precautions we are forced to take 😞.