



Safety Committee Minutes

Wednesday January 10, 2018
11:00am at SHP Gymnastics Office

Members present: Katie Rochon, Mike Pratt, Jeff Ozimek, Megan Pleli, Michelle Miller, Amy Swenson, Anders Lunde

Members absent: Erik Wirth

Guests present: Nick Prevo

Meeting moved from SHC conference room to SHP's gymnastics office due to propane smells at SHC.

1. Approve minutes
 - a. Amy motioned to approve. Mike seconded. All in favor, motion passed.
2. Adjustments to agenda
 - a. Welcomed new District Intern Nick Prevo. Nick was sitting in on the Safety Committee's meeting as a professional learning experience.
 - b. Discussion about including another elected representative from the Aquatic Center due to Erik Wirth not always being able to attend Safety Committee meetings due to his schedule. Megan would follow up with Aquatic Center staff and report back.
3. Current budget
 - a. It was noted that the AED purchased in December 2017 did not show up accurately in the end of year report. Amy will look into this.
4. Invoices
 - a. None.
5. Old business
 - a. Creating a culture of safety
 - i. Resumed December conversation about the importance of creating a culture of safety at the District. Amy suggested implementing a Safety Month. Megan brought up that in the past she as a Safety Committee member worked on a Safety Calendar with reminders. Mike discussed the importance that when creating a culture of safety, it needs to be a top down approach. It cannot just be in name with higher level supervisors/managers saying they are onboard, but

then dragging their feet when it comes to implementing safety changes. Michelle mentioned that when reviewing Safe Personnel, not all managers are checking to ensure their employees have completed all the assigned and required modules. Katie mentioned that it was helpful to have a reminder sent out listing who has / has not completed everything. Amy said she did this earlier in 2017 and is something she could schedule to happen more frequently. Amy mentioned that the importance of creating a culture of safety would be discussed at the next Risk Management Committee (RMC) meeting on 1/11/18. Mike and Jeff were invited to attend that meeting to provide the RMC feedback.

- ii. Discussion further moved into the importance of having all staff complete Safe Personnel trainings. It was noted that currently staff have 30-60 days after being hired to complete their trainings. Megan mentioned this worked well for the Aquatic Center staff as many of the Safe Personnel training requirements have already been completed via Red Cross Life Guarding training and allows her flexibility to start staff without having to wait for staff to finish their online training as well. A counter point was made that if training is required, why not meet those training needs. The Safety Committee was split on what to do and decided to refer this back to the RMC for direction.
- iii. Amy mentioned that once a plan has been put in place for creating a culture of safety, a kick-off event should be organized. Part of this event could encompass in person manager training as well as employee group trainings. The employee group trainings was explained by Anders and Mike as what the Park Services staff do when full filling Safe Personnel requirements. They get everyone in one room and run through the trainings together as a large group. A manager then proceeds to mark everyone off on their Safe Personnel. They mentioned that this guarantees that they know employees completed the trainings as they were physically present for it.
- iv. Amy also mentioned that she would lead a Safe Personnel training for the Safety Committee on how to use the software as not everyone was familiar with it. Jeff mentioned that it would also be a good time for the Safety Committee to review what the policy was for employee and volunteer injuries.

6. New business

a. WRPA RMS 2018

- i. Jeff presented about the topics and importance of having a Safety Committee member attend the 2018 Risk Management School in Federal Way on Jan 24-25. The keynote speaker Steve Smith is giving his talk specifically about "Creating a culture of safety". Michelle volunteered to attend, but noted that January payroll was the most challenging. Anders then volunteered to attend the 2018 RMS and bring back information to the Safety Committee on how to create a

culture of safety. Jeff said he would sign Anders up after checking in with Dan. The Safety Committee was in favor of this.

b. Van training update

- i. Mike informed everyone that a new Safe Personnel training would be required for all District van drivers. It involves a 20 minutes online module that is quite informative. Jeff was curious who would be updating the Safe Personnel forms, Amy said Bryan G was in charge of that task.

c. AEDs

- i. A new 15 passenger was purchased by the District. It requires an AED. An in-depth discussion was held regarding who pays for new District AEDs, who pays for the upkeep/replacement components, and what should the Safety Committee be budgeting for. Mike suggested that the Safety Committee pay for the upkeep and replacement parts for AEDs. Amy mentioned in her view AEDs are program specific and programs should pay for them. Jeff and Megan mentioned that they facility based, not program based. The discussion continued further, involving all committee members weighing in. It quickly became apparently that the committee was split regarding who should pay for AEDs and replacement parts. This brought up the larger question of what should the Safety Committee budget for. Jeff and Michelle summed up what were the budgeted expenses for the Safety Committee: staff trainings, safety conferences, District hearing test, SDS, Safe Personnel, etc. Michelle further explained that when the committee was formed, much of the District AEDs were purchased by the Safety Committee due to funding being available as the committee was brand new. Going forward the concern is that AEDs are pricey and there should be extra funding assigned if the committee is to be the sole purchaser of the AEDs. Michelle then read the mission and goals of the Safety Committee, bringing everyone up to speed. It was recommended that more information was needed about what other Safety Committee's budget for and what their scope is. A sub-committee was to be formed to investigate this and report back to the Safety Committee. Katie and Megan volunteered to look into this and report back to the committee.

d. Facility Inspections – review calendar, assign inspections

- i. Pru's house – Mike will inspect
- ii. SHC – Mike will contact the gas company to resolve the mystery of the propane smell

e. BCF grant

- i. Discussion about the BCF grant was tabled until the February meeting.

7. Facility inspections

- a. SHC's propane issue was discussed. The previous Thursday the building was evacuated due to an overwhelming propane smell. After shutting off the gas and airing out the facility, an investigation by District staff determined it was caused by the old and outdated stoves in the kitchen. Mike mentioned

that the slightest touch on the gas knobs on the stove would trigger them to release propane. Unfortunately the propane alarms he installed did not go off, which was disappointing. Mike said he planned on following up with the alarm company to determine why both propane alarms failed in alerting staff of a propane leak. It was mentioned that this issue was brought up in leadership, with a recommendation for the Safety Committee to replace both stoves. When informed of this recommendation, committee members were unanimous in that this is not the function of the Safety Committee, citing the mission and goals that Michelle previously read. It was noted that Mike, Jeff, and Amy will mention the committee's view on this back to the RMC and leadership.

8. Employee incident reports

- a. The Safety Committee noted that the majority of incident reports were training related. This further encouraged the committee to focus on creating a culture of safety – with a top down approach – for 2018.
- b. Anders and Mike discussed working on a District training for employees who would be towing trailers. After discussion, the Safety Committee recommends to leadership to approve a District trailer training for staff who will be using trailers. This training would be one on one, similar to how in person van training is completed.
- c. Anders also inquired if it was possible to upload operating manuals onto Safe Personnel and check if staff completed reviewing them. Michelle said yes, this could be done.

9. Discussion / other topics

10. Set next meeting date and time

- a. February 13, 2018 @ SHC Conference Room