



Safety Committee Minutes

Wednesday June 13, 2018

11:00am at SHC

Members present: Katie Rochon, Mike Pratt, Megan Pleli, Amy Swenson, Lisa Claesson-Gordon, Rachel Radtke, Julie Miller

Members absent: Anders Lunde

- 1) Approve minutes
 - a) Approved
- 2) Adjustments to agenda
 - a) No adjustments
- 3) Employee incident reports (20min)
 - a) Reviewed
- 4) Budget - Requests, Invoices, Govs Conference (10 min)
 - a) Amy distributed a copy of the current budget
 - b) Current budget is ~\$3850
 - c) Megan noticed that the Zoll charges were not listed and Mike Pratt mentioned that the hearing test was not listed as well. Amy will research why the charges aren't listed.
- 5) Facility Inspections – review calendar
 - a) There are still outstanding inspections that need to be completed.
 - b) Mike confirmed that we need to back track and complete all outstanding inspections from January thru June.
- 6) Review APP (30 minutes)
 - a) Sec 2. 1.b. Megan asked how we define “major injury”. A long discussion followed including emergency action plans (EAP), whether each department has a different plan and how each department defines “emergency”. Amy asked if we should be looking at all the different EAP’s for all departments. Lisa brought up denial of symptoms when having a heart attack and how we protect the district. There was a unanimous decision that agreeing on the definition was not required for the Reporting Procedure and was best addressed through training not the APP.
 - b) Sec 2. 1.f. Remove address of Virginia Mason Clinic as they have recently moved to a new location.
 - c) Sec 2. 1.i. Amy suggested we add “Contact Human Resources” so that HR can notify the immediate family
 - d) Sec 2. 4.b. Add “and Human Resources”

- e) Sec 2. **Incident Investigation Team** Add “or safety committee”. Julie Miller said the point is to protect the employee. The safety committee should be able to investigate.
 - f) Sec 3. Exhibit 1. Amy asked if everyone is required to complete the New Employee Safety Orientation or if Safe Personnel addresses it. Amy will check with the Leadership Team regarding whether the form is still needed in the APP
 - g) Sec 3. Exhibit 3 Mike asked if it is possible to fill out the Incident Investigation Report online. It is sometimes difficult to read individuals handwriting on the forms. With a fillable form it would need to be printed out and signed which may be difficult to do if the form is expected right away.
 - h) There was discussion regarding how to increase safety awareness among staff. Amy asked the group if they want to put together a safety presentation. Lisa and Megan gave examples they use at the Aquatics center including “see something, say something”. Mike said that he takes notes and then brings the issues to the weekly Park Service meetings. He said that all departments are represented on the committee for a reason.
 - i) Mike brought up that the committee has been talking about training for a while and is wondering how we move forward. Megan said that white cap drills are done weekly at the Aquatics center. Katie is looking at active shooter training. It was discussed that each department has different needs. Next meeting, we will discuss white caps and drills for each department. Julie Miller suggested we implement the training by 2019.
- 7) Aquatic Center AEDs Update – not discussed
 - 8) Future Meetings Business Items
 - a) Finish discussion on APP section 3 and heat stress
 - b) Discuss white caps and drills
 - 9) Next meeting July 11th at 11am