



Safety Committee Minutes

Wednesday September 12, 2018

11:00am at SHC

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

Members absent: Amy Swenson, Anders Lunde

- 1) Approve minutes
 - a) Approved
- 2) Adjustments to agenda
 - a) No adjustments
- 3) Employee incident reports
 - a) No reports to review due to Amy's absence.
 - b) Due to staff awareness regarding a recent incident, discussion ensued regarding the opportunity for the committee to be brought in to any serious injury investigations sooner than the monthly safety committee meeting.
 - c) Committee suggests an addendum to the APP that the committee chair will be notified in case of serious injury.
- 4) Budget - Requests, Invoices, Govs Conference (10 min)
 - a) Not discussed
- 5) Facility Inspections
 - a) A few still outstanding.
 - b) Committee questioned how we know whether the issues are being resolved once we notate them on the facility inspection form.
 - c) Committee asked if facility inspection results can be entered in Facility Dude. Mike said that they can. To improve future facility inspections, the committee recommends that inspection results be entered into Facility Dude for streamlined records retention and required follow up. This will help to recognize issues within a facility and helps to establish a maintenance schedule based on trends.
- 6) Facility emergency preparedness
 - a) Committee discussed an EAP for the Admin office which would include topics such as using a code word to discretely communicate with other staff members if an irate customer is causing issues at the front desk.
 - b) It was suggested that an orientation packet be created for new employees, so they are aware of the different EAPs for specific buildings.

- c) The committee discussed how to incorporate staff training on a regular basis, so they are prepared for emergency situations
 - d) Mike Pratt will check in with Dan about incorporating training with the Park Services staff during their monthly safety meetings.
- 7) AEDs Update –
- a) The Rotary Club of Bainbridge Island contacted Dan Hamlin regarding a community AED program. Including placing AEDs outside.
 - b) Megan will give Mike the research she has compiled regarding placing AEDs outside.
 - c) The risk management team will be taking over the task of acquiring and placement of new AEDs for the park district.
- 8) Future Meetings Business Items
- a) APP Review
 - b) Active shooter/emergency incident procedures/drill
 - c) Safe Personnel
 - d) SDS Sheets
- 9) Review APP
- a) Sec 2. 3.e. Committee recommends adding a section that addresses how the follow up will be handled if the safety committee determines that recommendations to management are needed. The section will include how to determine a timeline necessary for the completion of recommended improvements and who is responsible for the follow up.
- 10) Next meeting October 10th, 11am to 12:30pm