



Safety Committee Minutes

Wednesday October 10, 2018

11:00am at SHC

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

- 1) Approve minutes
 - a) Approved
- 2) Adjustments to agenda
 - a) No adjustments
- 3) Employee incident reports
 - a) The committee discussed five incident reports.
 - b) In one report an employee was injured and required medical attention. The committee discussed updating the APP to include timeline guidelines for incident investigations. Mike suggested that any injury requiring medical attention be investigated. Amy will discuss with Terry whether to take the issue to the Leadership or Risk Management Team. Mike will make a presentation at the meeting once they decide.
 - c) A second report included an injury due to a tool breaking. Based on the incident report, it is difficult to tell whether the tool has been fixed and is now back in rotation.
 - d) The committee noticed that incident reports are not being filled out completely. The committee discussed how to ensure that employee incident reports are being filled out completely and that follow up on injuries and equipment failure is being documented. It was suggested that "witness comments required" be added to the form. Megan and Lisa explained that they train their staff when they are first hired, during in-service training and require them to fill the form out again if it has not been filled out completely.
 - e) The committee discussed having a presentation at the all-staff meeting to outline the proper way to fill out an incident report. Megan will come up with the scenario and Katie volunteered to assist as an actress.
- 4) Budget - Requests, Invoices (10 min)
 - a) No changes
- 5) Facility Inspections
 - a) Updated/accurate building evacuation maps will be posted in all facilities in the next month or so.
 - b) Amy wanted clarification on who oversees facility issues, specifically Terry's office. Mike explained that he is going to start entering all notated issues from the inspection forms into Facility Dude. He is going to order the

supplies needed for Terry's office. Katie asked for clarification on who is responsible for fixing the issues. Mike responded that he usually fixes the issues. Julie suggested a fillable form so that Mike doesn't have to enter the same information twice and Megan suggested using Office 365 to track inspection results.

- 6) Facility emergency preparedness
 - a) Not discussed
- 7) Future Meetings Business Items
 - a) APP Review
 - b) Active shooter/emergency incident procedures/drill
 - c) Safe Personnel
 - d) SDS Sheets
- 8) Review APP
 - a) Not discussed
- 9) Next meeting November 14th, 11am to 12:30pm