



Safety Committee Minutes

Wednesday November 14, 2018

11:00am at SHC

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

Absent: Megan Pleli

- 1) Approve minutes
 - a) Approved
- 2) Adjustments to agenda
 - a) No adjustments
- 3) Employee incident reports
 - a) The committee discussed two incident reports.
 - b) Amy has begun looking over reports as soon as she receives them and is sending them back for clarification and/or correction if necessary.
 - c) The committee discussed the need for contractors to provide SDS sheets ahead of time, so that the sheets may be reviewed to ensure that the product can be used during business hours.
 - d) Mike asked if there is an update on when the incident report will be updated, Amy said not yet.
- 4) Budget - Requests, Invoices (10 min)
 - a) Mike wants to clarify who is responsible for the AED maintenance costs. Amy asked Mike to put together a budget for annual AED maintenance costs. Julie suggested a few pennies from every registration be allocated toward the AED budget. Amy will go to the Leadership Team with a request for discussion.
- 5) Facility Inspections
 - a) Facility inspections must be completed by the end of the year.
- 6) Facility emergency preparedness
 - a) Mike suggested training that is not medical due to the nature of the world today. Katie offered to speak with the father of one of her gymnasts. He is a police officer and may be able to offer de-escalation training.
- 7) Review APP
 - a) Sec 4. Driving. Pg 1.7. Add "before and after each use"
 - b) Sec 4. Driving. Pg 1.9. After discussing this point the committee thinks that we may need two separate sheets to distinguish appropriate guidelines for passenger vehicles and equipment.

Revised 12.12.18

- c) Sec 4. Driving. Pg 1. 1 change to “before each use”
- d) Sec 4. Driving. Pg 1.1.d. Park Services to check weekly, everyone else to check before each use.
- e) Sec 4. Driving. Pg 2.6.a. adjust sentence for clarity. “If brakes fail, pump brakes, shift to low gear or use emergency brake.”
- f) Sec 4. Driving. Pg 2.6.b. adjust sentence for clarity. “If blowout occurs, firmly hold the steering wheel and steer straight.”
- g) Sec 4. Electric.6. change to “Do not use extension cord to bear the weight of a hanging light”
- h) Sec 4. Electric.7. Committee discussed the use of indoor extension cords during outdoor events. The indoor cords are not designed to be used in the elements. Safety committee will send out an email regarding extension cord use.

8) Next meeting December 12th, 11am to 12:30pm