

Safety Committee  
Meeting Minutes  
3/10/2009

Attending: Kay Bauman, Janet Brooks, Denise Courts, Ann Aliotta, Ric Rea, Patrick Williams, Candace McDaniel

Agenda:

- I. Facility Inspections
- II. Safety Manual Updates
- III. Tornado Procedures

Discussion:

It was suggested that the Safety Committee conduct periodic site inspections at all agency locations. Recently, Patrick conducted a site inspection at Choctaw and had the opportunity to review the Safety Manual with the manager as well as discuss some housekeeping issues that could be considered a safety problem.

We discussed ways site inspections could be divided among the committee members and the frequency of the inspections.

We all agreed that we need to start with some goal setting for this group to help us determine what the inspections should include. The exercise of simply reviewing the facility checklist with the manager does not produce the desired result. We need to be prepared to provide some type of training along with the inspection to ensure need areas are corrected. The desired result of the committee involvement is to minimize accidents throughout the system, create awareness of the safety of everyone, compliance with federal and state standards and education of staff.

We will develop a site visit checklist for the committee to ensure everyone is making the same presentation and interpreting the inspection in the same way. The checklist will include some site specific points to be covered at each location.

Committee members were asked to submit their ideas for the checklist by April 1. We will review a draft of the checklist at our next meeting.

It was suggested that the committee hold meetings at other locations and combine a facility walk-through with the meeting. We will invite someone from that location to sit in on the committee meeting as well.

The Safety Manual updates have been sent to all locations. The chemical inventory lists are still being revised to reflect the OSHA required format. Also, the Lockout-Tagout program requires each site to have a list of covered equipment. Patrick will supply the list for each agency and that information will be added to the Safety Manual.

The group reviewed a draft of the Downtown Tornado Procedures. Since the last severe weather outbreak, the procedures have been revised. Once the plan has been approved, it will be presented to the supervisors and then a drill will be scheduled.

Meeting adjourned: 11:20am

Next meeting: 5/12/09 – 10:00am – Village