

Health & Safety Committee Meeting Minutes

October 19, 2011

Attending: Don Staehely, Doug Quade, Lynnette Udenby, Rhonda Hill, Barbara Richman, Vicki Coe

Elections:

Doug Quade was nominated to the position of Facilitator, the nomination was seconded, and the vote was unanimous. Rhonda Hill was nominated to the position of secretary, the nomination was seconded, and the vote was unanimous.

Accident & Injuries – Review Workmen’s Comp. History (2007-2011 by category):

Don and Doug met with Eric Connolly from SAIF in September. He provided them with a [claims list and graphs](#) with respect to injuries. Since most of these incidents were classroom related it was decided to move this topic to the November meeting when there will be classroom related staff attending the meeting.

Review Fire Inspection, Building & Classroom Inspections:

The committee reviewed the [1st Quarter Inspections](#). Portions that were discussed in detailed were:

- Storage too close to fire sprinkler heads, there should be a distance of 18" below the sprinkler head.
- Personal heaters that do not turn off when tipped over. It was suggested that the ESD buy the appropriate personal heaters and that they be checked out to those that require them. It was also recommended that employees speak up about temperature conditions so that hopefully they can be fixed. Work and training has been conducted with respect to managing temperature controls throughout the building. The Health & Safety Committee recommended that an analysis be completed on what type of heater is recommended for use, this was passed for approval to cabinet.
- The ESD has 30 to 60 days to complete the Fire Marshall’s findings.
- Many items have already been completed.
- It was recommended that a multiple page inspection form be created so that when inspections are made that a copy can be then presented to the supervisor in that area so that they know what corrections need to be made with a timeframe to be completed. This recommendation was passed and will go to cabinet for approval.
- Many of these corrections can be fixed using the work order email. This has now been set up through the Client Help Desk so that anyone requesting a work order will receive an email upon receipt and upon completion. The person can also log in and see the status of the work order.

Review Training by Department:

This was moved to the November meeting.

Chemical Training/MSDS:

A [Chemical Inventory sheet](#) was sent out to the classrooms for them to list the products that they use. Research will be completed to ensure that the ESD has copies of the MSDS sheets. A book will be created for each classroom containing all MSDS sheets (not just ones for that classroom). Approximately 50% have been returned. Another reminder email will be sent with a deadline of October 31st for returning the inventory sheets. Binders should be completed by November 30th. An email will be sent to the head secretary for each department to ensure that any new products purchased are covered by an MSDS file. A table of contents will be updated periodically.

Peer Concerns:

The emergency doors in the Eval/Audiology Department are being used as exit doors. A visitor to the ESD used these doors (instead of the doors by the front desk) to enter the building because they did not latch. A work order was created to correct the latch. Further discussion was held on what is classified as an emergency exit.

The next Health & Safety Committee meeting will be held from 8:30 to 9:30 on Wednesday, November 16th in the Brightwood Conference Room.

Clackamas ESD

Meeting Agenda

Meeting Title	Health and Safety Committee	Start Time	8.30 AM
Results Desired	A safer environment	Stop Time	9:30 AM
Date	October 19, 2011	Place	Brightwood Conference Room

PERSONS ATTENDING

1	Don Staehely ✓	2	Rhonda Hill Jr. ✓
3	Linda Eastland	4	Barbara Richman ✓
5	Doug Quade ✓	6	Kathi Crutchfield
7	Lynnette Udenby ✓	8	Vicki Coe ✓
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ITEMS TO BE DISCUSSED

1	Election of Facilitator	
2	Accidents and Injuries – Review Workmen’s Comp History (2007-2011 by category)	
3	Review Fire Inspection, Building & Classroom Inspections	
4	Review of Training by Department	
5	Chemical Training/MSDS	
6	Peer Concerns/Topics for Next Meeting/Other	
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Next H&S meeting Wednesday, November 16 in the Brightwood Conference Room

MEETING NOTES

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