

PLEASE POST
SOCP SAFETY COMMITTEE
Meeting Minutes – March 2012

Present: Lyn Hickman; Dawn Taylor; and Mike Chase; Michelle Patton
Absent: Dianna Deless; Mark Spiker; David Boes; Matt Orser; Ralph Quintana

The meeting was called to order at 1:00 p.m. by Lyn Hickman.

1. Summary of Injury Report for February 20, 2012 – March 21, 2012 was reviewed and discussed. There were a total of **15** incidents – **12** were caused by Behavior Management; **2** were caused by Environmental Awareness; and **1** – by Other. **Nine (9)** of these incidents resulted in the filing of an 801 with SAIF Corporation.

RECOMMENDATIONS:

Michelle to make column in “Incident Description” bigger so more detailed descriptions can be entered.

2. Review of Vehicle Accidents – 4 car accidents occurred this month. 3 which just happened and are still obtaining details. Michelle will prepare both March/April accidents for review at next meeting.
3. Review of Safety Checklist inspections for January 2012. Eighteen (18) homes submitted their safety checklists. Cade, Charles, Halsey, Madison, Milton, Shoreline, Wierich and Willamina did not submit their monthly checklist; Hawthorne remains closed for remodel. A total of **15** deficiencies were noted

RECOMMENDATIONS:

- It was noted that several different formats were submitted. Meaning not all houses are looking at the same information. All houses should be using the “Safety Checklist” that is on the forms area of the website (link below):

<http://www.dhs.state.or.us/spd/tools/dd/socp/safetynet.html>

- Also to note: Site Managers should not be the one completing the Safety Checklist. This should be done by staff and given to Site Manager for review.

4. Old Business – None

5. New Business –

- Committee has noticed that non-management staff are not showing to the Safety Committee. This needs to be addressed as these meetings are important to bring safety concerns for assigned areas. Michelle will address this with the Site Managers and remind them who needs to attend and what days. Current structure is:

Representative	Phone number	Group Home representation
David Boes	(541) 689-1185	Forsythia; Martha; River Rd.
Mike Chase	(503) 508-2365	Discovery; Hampden Lane
Dianna Deless	(503) 304-2019	Cade; Milton; Shoreline
Lyn Hickman	(541) 405-2393	Jody Place; Oak St.; Weirich
Michelle Patton	(503) 378-5952 x232	Central Office
Matt Orser	(503) 408-4841	Brooks; Charles; James; Silverton; Willamina
Rick Quintana	(503) 589-5551	Gath; Macleay; Turner
Mark Spiker	(503) 254-1359	Halsey; Hawthorne; Madison
Dawn Taylor	(503) 329-8749	Eliot; Ina; Tigard

- Discussed conference call into Central Safety Meeting so those who can't physically attend can call in. Michelle will advise of number for call in and availability via email to Site Managers.
- Emergency Plan information should be placed on Safety Checklist to ensure that these are in place for Clients (Dawn Taylor suggestion) All present agreed this was a good idea. Michelle to give change form and present for update.
- Fire Drill Forms – the new forms that are out – are we able to “type into” (Dawn Taylor suggestion). Michelle verified after meeting that we are able to type into the forms.

The meeting was adjourned at 2:03 pm.