

**PLEASE POST**  
SOCP SAFETY COMMITTEE  
Meeting Minutes – August 22, 2012

Present: Matt Orser; Michelle Patton; Dianna Deless; Ralph Quintana; Jason Benson  
Absent: Samarin, Tessa; David Boes; Mike Chase; Paula Kennedy

- I. Call to order
  - a. The meeting was called to order at 1:00 pm by Matt Orser
- II. Summary of Injury Report for July 26 – August 19 was reviewed and discussed.
- III. Review of Vehicle Accidents – One minor accident, no injuries, scratch to bumper. Staff was rear ended by other driver.
- IV. Review of Safety Checklist inspections for July 2012. Houses that did not submit reports this month: Forsythia, Gath, Hampden, Hawthorne, Madison, Martha, Milton, River Rd.
- V. Old Business
  - a. Hawthorne – Matt Orser brought the following issues for the house:
    - i. When you are on the east side of the house that you can't hear the alarm very well.
      1. Recommend a second alarm located in the Kitchen so you can hear the alarm better. Have advised Elaine  
**RESOLUTION: Alarms are not heard well as house is hardened. Michelle spoke with Program Manager and they are actively looking at solutions to this issue. Michelle to follow and provide updates to Safety Committee**
    - ii. Bite Equipment – Staff would like gloves and sleeves for dealing with aggressive clients
      1. Advised to have Site Manager (Krystal) contact Barbara Cochran and she will order them  
**RESOLUTION: Resolved - Gloves ordered. Jason mentioned staff may like the gear like client at Ina has. It is more of a catcher gear style.**
    - iii. Construction Equipment is being left outside. Items include Dowels, screws, full doors and extra metal for door frames.
      1. Michelle will advise Elaine so she can pass the concern onto housing and remind workers to pick-up and “pack out”.  
**RESOLUTION: Issue resolved. Per Matt/Jason tools are being picked up.**

b. Milton – Diane Deless brought the following issues for the house:

i. Generator – still do not have one

1. Michelle advised they are still scheduled to receive Shorelines Generator.

**RESOLUTION: Not resolved. Did not receive Shorelines as other house received. Looking at getting Tigards. Michelle to follow up.**

ii. Bite Equipment – Still would like to have some gloves. They have sleeves but only one size of gloves and not everyone fits them.

1. Michelle recommended for the Site Manager to contact Barbara and she will order

**RESOLUTION: Resolved - Gloves ordered.**

c. OSHA – Hawthorne

i. Michelle discussed recent OSHA complaint at Hawthorne and the response that was sent.

**RESOLUTION: Resolved**

ii. Matt expressed concerns that aggressive client doesn't seem to be getting better.

iii. Michelle discussed that his GER's and staff injuries are not as frequent as before. Matt expressed that he thinks parents are a big escalation. Michelle advised she would pass this along to Management Team.

**RESOLUTION: Resolved – passed to managers. Client can now SKYPE with parents.**

d. Members – two openings currently.

i. The committee has received a request to be part of the committee from Jason Benson @ Halsey House

ii. One opening still remains – Michelle to follow up with Weirich concerning Steve Goode

**RESOLUTION: Partially Resolved – Jason's first meeting was August 2012**

e. Final issue is “manager/represented staff” ratio. One more manager is needed to balance the committee.

i. Discussed moving Paula Kennedy to focus directly on Nursing. Linda Fiegi agrees with this move

ii. Add Tessa Samarin to cover all Eliot houses. Anne Augsburger agrees with this appointment.

**RESOLUTION: Resolved. Paula now represents nursing and Tessa will be attending regularly starting in September.**

f. Policy review – Committee reviewed current Safety Committee policy

**RESOLUTION: Resolved**

- g. Training – as part of the “Safety Committee and Program” (5.001) we are required to perform Safety Committee training. Michelle will set up training for all members. This will likely be during the September meeting.

**RESOLUTION: Training to be completed during September Safety Meeting**

VI. New Business

a. Milton

- i. Front door alarm is still not working.
- ii. Still no Generator for the Mag Locked side of the house
- iii. Client has what appears to be a camera in room for monitoring, however no staff know how to work it.

b. Halsey

- i. Jason will be making a list of areas of concern. Will go over with Matt Orser and then will make work orders. Michelle advised them to fax her the list of issues so she can track them.

c. Ralph brought up issue of cell phones. Some houses have broken/missing phones. Michelle asked if these had been reported to Elaine or Site Manager?

- i. Committee discussed adding a checklist to the “Safety Checklist” to ensure phones are being checked. Michelle to add to the Safety Checklist under “Vehicles 8.3”

VII. Adjournment

- a. The meeting was adjourned at 2:10 pm