

PLEASE POST
SOCP SAFETY COMMITTEE
Meeting Minutes – September 26, 2012

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

- I. Call to order
- II. Summary of Injury Report:
- III. Review of Vehicle Accidents
- IV. Review of Safety Checklist
 - a. Houses that did not submit:
 - i. Cade, Discovery, Forsythia, Hawthorne, Martha Ct, Milton, River Rd
- V. Old Business
 - a. Milton – Diane Deless brought the following issues for the house:
 - i. Generator – still do not have one
 - 1. Elaine working with contractor
 - ii. Front door alarm
 - 1. Update: could a break away alarm be used?

RESOLUTION: ONGOING

- b. Training – as part of the “Safety Committee and Program” (5.001) we are required to perform
 - i. Michelle needs to confirm date with all managers so we have proper presentation. All Committee Members must be present. Tentatively set for October 24th @ 1:00 pm.

RESOLUTION: ONGOING

- c. 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 list of issues so she can track them.

RESOLUTION: ONGOING

- d. 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”
 - 1. Form updated and submitted 9/24/12

RESOLUTION: COMPLETED

- e. New member – Dawn Taylor. This makes SC complete. Have even staff/management representation.

RESOLUTION: COMPLETED

VI. New Business

a. Milton:

- i. Padded head gear and padded torso gear was brought to be approved by Committee.

b. Hawthorne:

- i. After clients mom leaves seems as though client goes into behavior. Can the door be reinforced with metal or replaced with metal door?
- ii. Looking at hardened seat for van. The barrier between front and back of van needs to be reinforced.
- iii. Staffing ratio when client is in behavior is not adequate. All staff goes to side to deal with behavioral client and leave non behavior client with one staff.

VII. Adjournment