

PLEASE POST
SOCP SAFETY COMMITTEE
Meeting Minutes – October 24, 2012

Present: Matt Orser; Dianna Deless; Dawn Taylor; Tessa Baston; Michelle Patton; David Boes; Jason Benson
Absent: Paula Kennedy; David Chung

- I. Call to order @ 1:00 pm
- II. Summary of Injury Report: 10 total injuries, 7 that were reported to SAIF.
- III. Review of Vehicle Accidents – 1 minor accident. Staff backed state car into another state car and left minor scratches on bumper
- IV. Review of Safety Checklist
 - a. Houses that did not submit:
 - i. Brooks, Forsythia, Halsey, Hampden, Ina, James, 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. Contractor has been out to house.
 - ii. Front door alarm
 1. Looking at maglock of entire house. If this happens alarm issue will be resolved

RESOLUTION: ONGOING

- b. Training – as part of the “Safety Committee and Program” (5.001) we are required to perform
 - i. Training will take place during November’s Safety Committee Meeting as movement of house Safety Representatives is currently underway.

RESOLUTION: ONGOING

- c. Halsey - Jason will be making a list of areas of concern. 4 issues remain
 1. Hallway (recessed) lights need covered to prevent clients from jumping up and hitting them.
 2. Ventilation vent in front computer room is now blowing any area and the temperature in the room varies because of it. Sometimes it can be very hot. Can vent be fixed or a separate A/C unit be put in there?
 3. No ventilation in med room and no vent. Does have window but the window has an alarm so they can’t open it. Can a separate A/C unit be put in room?
 4. Cars – currently only have 1 secured vehicle. Have 4 vehicles total. Need two secured vehicles as one client does not like to wait for the secure vehicle to be open before he goes on an outing. Can one of the non-secure cars be switched for a secure car?

RESOLUTION: ONGOING

d. Milton:

- i. Padded head gear and padded torso gear was brought to be approved by Committee.
 - 1. Brad and Laura had meeting with staff and discussed usage of gear and appropriateness. Clarification is ongoing and will continue to be clarified to ensure participants safety.

RESOLUTION: ONGOING

VI. New Business:

a. Safety Committee Members:

David Boes	Forsythia; Martha; River Rd.
Mike Chase	Discovery; Hampden Lane
Dianna Deless	Cade; Milton;
Tessa Samarin	Eliot 1, 2, 3
Paula Kennedy	Nursing
Matt Orser	Brooks; Hawthorne; Ina; Madison
Michelle Patton	Central Office
Michelle Patton (Interim)	Gath; Macleay; Turner
Jason Benson	Halsey; James; Charles
Dawn Taylor	Jody, Oak, Weirich

Change to (Michelle to submit):

David Boes	Forsythia; Martha; River Rd.
David Chung	Discovery; Hampden Lane
Dianna Deless	Brooks; Cade; Milton
Tessa Samarin	Eliot 1, 2, 3
Paula Kennedy	Nursing
*Matt Orser	Hawthorne; Madison
Michelle Patton	Central Office
Michelle Patton (Interim)	Gath; Macleay; Turner
Jason Benson	Charles; Halsey; Ina; James
Dawn Taylor	Jody; Oak; Weirich
*	Current President

b. Injury Reports:

- i. Staff are not being clear when completing reports. Need to be more precise when completing injury paperwork. Michelle to send email to Site Managers
 - 1. Example of current paperwork: Got into emergency PPI
 - 2. Should read: Staff was doing a limb control. Client got ahold of staffs right pinky and squeezed it causing pain.

c. Safety Checklists:

- i. Dawn Taylor wanted to know feeling about rotating completion of checklists. Members expressed concern in general as it is hard to get staff to complete these now. Thinks it would be harder if task was rotated.

VII. Adjournment @ 2:00 pm