

PLEASE POST

SOCP SAFETY COMMITTEE Meeting Minutes – June 26, 2013

- I. Call to order @ 1:00 pm
Attendees: Sign in attached
- II. No minutes to approve/review as last meeting was training
- III. Review of accidents/injuries
 - a. Review of last 6 months injuries
 - b. Current costs at \$108,539. Committee will watch dollars over next 6 months to understand how Workers Compensation costs grow.
- IV. Safety Check Review:
 - a. Review of all houses safety checks.
- V. Review of Vehicle Accidents
 - a. 3 accidents of staff backing into items (trees/posts, etc)
 - b. 2 reports of road rage. Staff have been targeted on two separate occasions. Michelle advised all staff need to know that if this situation happens again to always call 9-1-1. They will inform you of what steps to take next.
- VI. Old Business Review:
 - a. Safety Officer and Safety Representative at Central Safety Committee should be same person
 - b. Safety Committee Training held on 5/29/13
 - c. Cameras should be available to all staff at all times.
 - d. Updated list of committee members provided
- VII. New Business:
 - a. Michelle and Matt Orser spoke regarding light bulb changes. They both agree it is ok for staff to change light bulbs as long as they only need a small step ladder. If they area has a vaulted ceiling, etc then a work order needs to be submitted. Otherwise staff should be able to change the light bulbs.
 - b. Cade – Refrigerator isn't staying cold – Work Order submitted by Michelle Patton
 - c. Discovery – Can the sprinklers all be flush mounted so clients can't hit them. Michelle Patton will discuss with Site Manager and Program Manager, if this is a issue at the home we can look at flush mount.
 - d. Eliot – House 1 A/C is broke and will be fixed by housing. House 2 received gurney chair and House 3 has shower gurney. – Work Order submitted by Michelle Patton for Brian to come and ensure proper installation.
 - e. Forsythia –
 - i. Breaker box still needs labeled – Work Order submitted by Michelle Patton.
 - ii. Is the 18" clearance needed everywhere? Per Michelle Patton, must keep 18" clearance in all areas that have sprinklers.
 - f. Halsey – Still several items that need repaired – Housing working on flooring, A/C, etc.

- g. Ina – Screws on front gate brackets are not completely in – Work Order submitted by Michelle Patton
- h. Jody – Is it ok to have tin foil on burner – Per Michelle Patton it is ok. Just ensure they are clean and foil is not touching burners. If the need for “tin foil” is because the drip pans need replaced, then they should be replaced by purchasing new ones.
- i. Macleay – Is it ok to have extra liquids (laundry detergent, etc) in a cabinet that is above sink. Per Michelle Patton it is ok, ensure they are closed tightly and are never over items that could be ruined or be caustic if the liquids drip. A catch drip pan under the items also works.
- j. Milton –
 - i. Lights in parking lot would be nice due to client wanting to “play” outside at night. – Work Order submitted by Michelle Patton
 - ii. Living room on SG side has some outlets that need replaced– Work Order submitted by Michelle Patton
- k. Oak St – Ron Chastain is new Safety Officer
- l. River Rd – Light switch 3 bed kitchen is broke– Work Order submitted by Michelle Patton
- m. Turner –
 - i. Stove on 3 bed side has 2 burned out burners – Work Order submitted by Michelle Patton
 - ii. Fax machine doors need to be unscrewed still
 - iii. Front fence won’t lock or engage – Work Order submitted by Michelle Patton
- n. Weirich –
 - i. Wasp nest issue. Recommendation of using spray foam in the areas to shut them off completely. – Work Order submitted by Michelle Patton
 - ii. Washer isn’t spinning - – Work Order submitted by Michelle Patton

VIII. Adjournment 3:10 pm

- a. Next meeting June 26, 2013 1:00pm Central Office (call in available)