

**PLEASE POST**  
SOCP SAFETY COMMITTEE  
Meeting Minutes – November 28, 2012

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

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- I. Call to order @ 1:03 pm
- II. Summary of Injury Report: 14 Incidents, 11 were SAIF claims. 1 – Lifting; 2 – Slip/fall; 11 – Client in Behavior
  - a. Committee would like to see more thorough completion of incident description
- III. Review of Vehicle Accidents – 3 minor incidents. None which caused severe damage
- IV. Review of Safety Checklist – ALL HOUSES SUBMITTED! Representatives to follow up with assigned houses to ensure work orders are submitted and work is completed.
- V. Old Business
  - a. Milton – Diane Deless brought the following issues for the house:
    - i. Generator
    - ii. Resolved - Completed.
  - b. Training – as part of the “Safety Committee and Program” (5.001) we are required to perform
    - i. Training was to be performed 11/28 but due to time constraints will push to next physical meeting in January
  - 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.
    - ii. Resolved – Work order completed
  - d. Safety Committee – Current Members

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
- VI. New Business:
  - a. December meeting will not be physically held. Committee has chosen to converse via email/SComm and all concerns will be addressed and minutes completed
  - b. Next meeting Wednesday, January 23 @ 1:00 pm