



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

April 19, 2022

9:00AM

Molalla Civic Center

315 Kennel Avenue, Molalla, OR 97038

1. CALL TO ORDER

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Gus Watkins, Sgt. – Molalla PD; Jamie Ward, Executive Admin Asst/Deputy City Recorder – City Hall; Tim Gustafson – Gustafson Insurance, Devin Oei, Utility Worker II – PW Shops **Absent:** Gus Watkins, Sergeant.

Julie Larson is no longer an employee with City of Molalla. Hopefully the new hire will be her replacement.

Christie called the meeting to order at 9:02am.

2. CONSENT AGENDA:

- A. Meeting Minutes – March 15, 2022

A motion was made by Jamie Ward to approve the meeting minutes, seconded by Michelle Satyna. Vote passed with all members voting Aye.

3. OLD BUSINESS

- A. Facility Visits – April 1, 2022

Christie presented committee members with Inspection Reports from the April 1, 2022 walkthrough with Tom BeLusko, CIS representative. Mr. BeLusko assists the City, advising safety precautions in the event of an OSHA inspection.

The committee discussed several items, specifically the eye wash station at City Hall, and the need for all fire extinguishers to be hung. Currently many are sitting on the floor.

Public Works will put in a Work Order for the dead shrubs/vegetation at the Civic Center. They will also dispose of the garbage that is currently presented as a fire hazard near the dumpster at City Hall.

Another item that will be covered by Public Works is discovering where each water main shut-off is located at City Hall, the Civic Center, and the Library. Photos were also requested. Tom BeLusko suggested that in the event of an emergency, all employees know where the main is located, in order to turn it off.

Jamie Ward will take care of removing items near the eye wash station, and will locate the MSDS binder.

Christie Teets will work on Building Evacuation routes, as travel routes have changes since the remodel at City Hall and the Civic Center have taken place.

Electrical items/needs have been submitted to City Manager Huff.

B. Sharps Container for Public Works

Devin Oei from Public Works has syringe needs that need to be properly disposed of. The SHARPS container is close to being full. Christie Teets will look into this and respond to the committee.

4. NEW BUSINESS

A. Musculoskeletal Disorders (Oei)

Devin Oei is interested in relaying the importance of daily stretching for employees. It is important to both that sit and stand. Discussion took place regarding a video that CIS has provided on their website. The committee discussed forwarding that to all employees as a best practice reminder.

The importance of hydrating during the summer months also took place. Jamie Ward suggested a water cooler for Public Works to be able to refill their canteens while on a jobsite. Jamie will look into a cost on two. Discussion also took place about the possibility of a different hat being purchase for the PW crew. The mesh hat does not provide proper protection, and crew members are getting sunburned on their heads during the summer months.

5. ACCIDENT INVESTIGATION

A. Public Works

Recently there was an accident with a Public Works vehicle. The sun was out, a driver was pulling a large trailer, and hit a foot and a half stem-wall with the tire of a Ford F150 pickup. The side airbags on both doors deployed, otherwise no damage to the vehicle. The employee was not injured.

The Safety Committee discussed the series of events, and that it appeared to be an accident. Discussion took place regarding the removal of the stem-wall. There was also a suggestion that a flag or cone be placed for better visibility.

The next meeting is scheduled for May 17, 2022, at 9:00am at Molalla City Hall.

6. ADJOURN

Christie adjourned the meeting at 9:52am.

SUBMITTED BY: Christie Teets, Safety Committee Chair
City Recorder