



## MEETING MINUTES

### CITY OF MOLALLA SAFETY COMMITTEE

July 26, 2022

9:00AM

Molalla City Hall

117 N. Molalla Avenue, Molalla, OR 97038

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#### 1. CALL TO ORDER AND ROLL CALL

Staff Present: Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Devin Oei, Utility Worker II – PW Shops

Absent Michelle Satyna, Asst. Director – Library Gus Watkins, Sgt. – Molalla PD, Tim Gustafson – Insurance Agent.

Christie called the meeting to order at 9:03am.

#### 2. CONSENT AGENDA

- A. Meeting Minutes – May 24, 2022

*A motion was made by Ronda Lee to approve the May 24, 2022, meeting minutes, seconded by Devin Oei. Vote passed 3-0, with all members voting Aye.*

#### 3. OLD BUSINESS

#### 4. NEW BUSINESS

- A. OSHA Complaint

Christie presented an OSHA complaint that was received earlier in July. She shared each detailed item with the committee, explaining what had been submitted and what Corrective Actions would be. She shared that she had spoken with Tim Gustafson, Insurance Agent, about the complaint, and the advice he gave. Mr. Gustafson explained that the item needed to be shared with Safety Committee, in order for a discussion to take place. He also provided staff with a list of OSHA requirements and CIS recommended items. The committee talked at length about the importance of the complaint and that proper training be established.

The committee plans to conduct training requirements for Safety Committee members first, then revisited the other areas as required.

The committee felt that Public Works was the most affected, as they work outside the most of all staff. Heat Prevention Illness was the main item of conversation. Christie reminded everyone that when it is hot like this, staff need to be extra mindful to drink water, and take a break to let their body temperature cool.

- B. Accident Investigation

After reviewing the required trainings, the committee reviewed again the Accident Investigation protocol, along with the checklist. The team talked about making sure that each department has access to the form.

C. Calendar for Balance of 2022

Christie provided a calendar for the members to see what has been accomplished this year. She suggested that the next item for review be Job Safety Analysis. This is a 50 minute video, that will be watched and discussed at the next meeting.

The team agreed that the third Tuesday of each month, at 9am, was the best time for a meeting. Meetings are scheduled for August 16, September 20, October 18, and November 15.

**5. ADJOURN**

Christie adjourned the meeting at 10:09am.

ATTEST: Christie Teets, Safety Committee Chair  
City Recorder