



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

October 18, 2022

9:00AM

City Hall Conference Room
117 N. Molalla Avenue, Molalla, OR 97038

CALL TO ORDER AND ROLL CALL

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Ronda Lee, Planning Specialist – Civic Center; Suzanne Baughman, Executive Admin Asst. – City Hall,
Absent: Devin Oei, Utility Worker II – PW Shops; Gus Watkins, Sgt. - PD

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

CONSENT AGENDA

- A. Meeting Minutes – July 2022
- B. Meeting Minutes – September 2022

A motion was made by Ronda Lee to approve the Consent Agenda, seconded by Michelle Satyna. Vote passed 4-0, with all present voting Aye.

OLD BUSINESS

Christie shared with the group that the CIS/OR-OSHA Trainings will begin in November. Each Department Head will be responsible for making sure their employees have the necessary time to complete each monthly training. Overtime for training will not be allowed.

NEW BUSINESS

- A. Safety Shorts – October 2022
- B. Accident Investigation Scenarios & Reporting
- C. Preventing Slips, Trips & Falls

The group reviewed the October CIS Safety Shorts handout regarding sleep deprivation. The main consensus was that it is very important to say something if you see something that causes concern. Don't be afraid to check in with a colleague and ask if they are feeling alright.

Since Accident Investigation and Reporting is a main function of the Safety Committee, we read through a Chain Saw Accident scenario and filled in a mock report. The SC agreed that there was additional information needed, however, we filled in as much as we could. The main message in the scenario is the importance of teamwork, using the proper PPE provided, and communication with administration. Michelle asked if there was a form provided by CIS for a witness to fill out. Christie will check with Gustafson Insurance.

SC members reviewed Preventing Slips, Trips & Falls. Members will be hanging the information on Staff bulletin boards as a reminder for the fall and winter months. Suzanne asked about de-icer for the breezeway to City Hall's back door that staff uses. There was discussion about de-icer in the storage

room in the kitchen. Ronda also indicated that Public Works often puts de-icer down when it is icy outside.

The next meeting is scheduled for November 15, 2022, at 9:00am at City Hall Conference Room.

ADJOURN

Christie adjourned the meeting at 10:06am.

ATTEST: Christie Teets, Safety Committee Chair
City Recorder