

CITY OF MOLALLA
SAFETY COMMITTEE MEETING MINUTES
March 20, 2024
LOCATION: City Hall Conference Room

STAFF ATTENDANCE

Staff Present: Andy Oliva, Suzanne Baughman, Devin Oei, Beka Murcraay, James Clifton.

Absent: Nicole Ricker, Beka Murcraay, Jamie Joost.

Andy called the meeting to order at 9:06 am

CONSENT AGENDA

- A. Safety Committee Meeting Minutes – January 24, 2024

All attendees approved minutes from 1/24/24 and meeting agenda.

GENERAL BUSINESS

- A. Review and update of previous meeting action items.

- B. Safety Check-In

- 1. Andy to continue conducting safety check-in's of each department. Andy will be conducting walk through's of each facility, inspecting First Aid kits, checking for potential hazards, etc. On-going
- 2. Safety Inspection Action Items:

Water Treatment Plant

- a. Fall protection metal grates needed by water tanks
- b. Harness / safety cage needed for water tank ladder

Waste Water Treatment Plant

- a. Replace temporary extention cords

Public Works

- a. Remind employees to unplug power equipment (hand saw, grinder) when not in use

City Hall

- a. Loose electrical / power cords next to television

Library

- a. Replace eye wash bottles

- 3. OSHA 300 Log review:
 - a. One recordable injury in 2023 compared to two in 2022
 - b. Post OSHA 300 Logs on bulletin boards from Feb 1st – Apr 30th
- 4. Andy to contact Fire Department regarding 1st Aid training for city staff.
- 5. Andy to forward Injury Reporting form.

ACCIDENT INVESTIGATION

None.

ADJOURN

Andy adjourned the meeting at 9:45 am.

The next meeting is scheduled for April 16, 2024, at 9:00 a.m. / **Library**.

ATTEST: Andy Oliva
 Human Resource / Risk Manager
 Safety Committee Chair