



AGENDA

CITY OF MOLALLA SAFETY COMMITTEE

February 21, 2023

9:00am

Molalla City Hall – Conference Room

- 1. SIGN IN AND CALL TO ORDER**
- 2. CONSENT AGENDA**
 - A. Meeting Minutes – January 17, 2023
- 3. OLD BUSINESS**
- 4. NEW BUSINESS**
 - A. Fire Suppression Safety – Public Works crew
 - B. Active Shooter Training – All Facilities
 - C. Civic Center – Safety Updates
 - D. Emergency Exit Maps
- 5. ACCIDENT INVESTIGATION**
- 6. ADJOURN**



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

January 17, 2023 - 9:00am

Molalla City Hall

117 N. Molalla Ave., Molalla, OR 97038

1. STAFF ATTENDANCE

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; Devin Oei, Utility Worker II – PW Shops

Christie called the meeting to order at 9:06am.

2. CONSENT AGENDA

- A. Meeting Minutes – November 15, 2022

A motion was made by Michelle to approve the Consent Agenda, seconded by Devin. Vote passed 5-0, with all members voting Aye.

3. OLD BUSINESS

- A. Safety Committee Self Assessment

The team reviewed the SAIF Self-Assessment, focusing primarily on the items circled in blue. (See attached) It's important that each member be aware of these areas, as representatives of the Safety Committee.

4. NEW BUSINESS

- A. December Facility Inspections

Ronda shared Civic Center updates and the goals that they are working towards. They are working with Oregon Corrections Enterprise for a new front desk area that will provide more safety to the front office staff. Ronda is working on EXIT signs, and will make and display them.

Suzanne reported that there were two bad electrical outlets in City Hall, one in the front lobby and another near the city recorders office. Both outlets have been replaced and the hazard has been mitigated.

Michelle shared that the Library has daily inspection duties and will provide the checklist to Christie. No current issues at this time.

Devin reported on the multiple buildings for Public Works. A key item reported is that all buildings should be properly addressed and marked, particularly the out buildings at the PW Shops yard. It would be helpful to the Fire Department or Alarm Co. to know what each building is used for. Devin also reported that the PW crew is working on continuing to clean and organize areas, as time allows.

The need for proper signage in areas of Public Works was also addressed, indicating chemicals or hazardous materials. Combustibles are being stored in a shelving area inside of the WWTP and WTP, opposed to outside and away from the buildings.

Tasks that the committee felt were important action items:

- All buildings need an updated evacuation exit map
- All buildings and outbuildings need to show and address, with outbuildings clearly marked.
- Check with Gustafson Insurance about fire detectors in city shops and plants

B. 2023 CIS Training Calendar

The CIS Training Calendar was presented and discussed. Each department shared that overall, the new system is going fine. It is taking a few folks a longer amount of time to complete than others. There are quizzes at the end of each section that need to be taken and passed.

The next meeting will be used as time for the Safety Committee to create Emergency Exit plans for each facility.

C. **ADJOURN**

Christie adjourned the meeting at 10:07am.

The next meeting is scheduled for February 21, 2023, at 9:00am at City Hall.

ATTEST: Christie Teets, CMC
Safety Committee Chair
City Recorder

KEY
Four participants

No.	Safety committee self-assessment	Yes	No	
1.	Does the safety committee have an equal number of employer and employee representatives?		4	
2.	Are the employee representatives either volunteers, or elected by their peers?	3	1	
3.	If the company has more than 20 employees, are there at least four safety committee members?	4		
4.	Is the safety committee chairperson elected by the committee?		4	
5.	Are safety committee members paid at their normal hourly wage during safety committee trainings and meetings?	4		
6.	Do employee representatives serve a continuous length of term that is at least one year?	2	1	1
7.	Is length of membership alternated or staggered so that at least one experienced member is serving on the committee?	2	1	1
8.	Are reasonable efforts made to ensure that the committee members represent the major work activities of the company?	3		1
9.	Does the safety committee hold regular meetings at least once per month except for months when workplace inspections are performed?	4		
10.	Does the safety committee work from a written agenda?	4		
11.	Are minutes recorded for each meeting?	4		
12.	Are the minutes available to all employees?	2	1	1
13.	Are the minutes kept for at least three years?	3		1
14.	Are all reports, evaluations, and recommendations made by the safety committee incorporated into the safety committee minutes?	4		
15.	Has a reasonable time limit been established for the employer to respond in writing to safety committee suggestions?	1	2	3
16.	Is there a system for safety committee members to get safety-related suggestions, reports of hazards, or other information directly from people involved in the operations of the workplace?	2	1	1
17.	Are all suggestions, hazard reports, or other information reviewed during the following safety committee meeting and recorded in the minutes?	4		
18.	Does the safety committee help the employer evaluate the employer's accident and illness prevention program?	2	1	1
19.	Does the safety committee make written recommendations to improve the safety and health program as necessary?	4		

		Y	N	?
20.	Has the safety committee established procedures for workplace inspections by the safety committee inspection team to identify safety and health hazards?	4		
21.	Does the safety committee conduct workplace inspections at least quarterly?	3		1
22.	Does the safety committee make recommendations on how to eliminate hazards and unsafe work practices in the workplace?	3		1
23.	Does the safety committee inspection team include both employer and employee representatives?	2	2	
24.	Does the safety committee inspection team provide a written report on the location and type of hazards?	2		3
25.	Does the safety committee inspection team's written report make recommendations to the employer about correcting hazards?	2		2
26.	Are quarterly inspections of satellite locations done by the safety committee inspection team or by a person designated at the location?	2		2
27.	Has the safety committee established procedures to review all safety and health inspection reports made by the committee?	3		1
28.	Based on the results of the above review, does the safety committee make recommendations to improve the safety and health program?	3		1
29.	Has the safety committee evaluated the employer's accountability system?			4
30.	Has the safety committee made recommendations to implement supervisor and employee accountability for safety and health?	3		1
31.	Has the safety committee established procedures for investigating all safety-related incidents, including injury accidents, illnesses, and deaths?	3		1
32.	Has safety committee purpose and operation been discussed with all safety committee members?	4		
33.	Do all safety committee members know the safety committee rules?	4		
34.	Do safety committee members have ready access to all Oregon Occupational Safety and Health Administration (OSHA) Rules that relate to the establishment?	2		2
35.	Have safety committee members received training based on the type of business activity and principles regarding hazard identification and effective accident investigation?	4		

Opening Procedures for Library

For the safety of staff and public

- Open the fire door.
- Turn on all the lights.
- Sign in on the 'Employee sign in sheet'
- Open the fire door.
- Walk through the library looking for floor hazard and books left out.
- Make sure chairs and cords are stored properly.
- Unlock the cash drawer and prepare till for the day.
- Pull the credit card report and place it in the previous night's cash bag.
- Log into computers
 - Log into Workflows.
 - On Tuesday after courier, verify the color of the slip for sticky holds.
 - Log into TCS for courier processing.
- Make sure there is paper in the printer and the copy machine.
- Print the Pick and Pull reports, while checking for Network messages about courier.
- Record number on the people counter and reset.
- Process the courier.
- Turn on the Open sign.
- Unlock the Front Door.
- Put out the orange cones.
- Get the Drop-Box.
 - Check in **outside book-drop with fine free check-in.**

Closing Procedures for the Library

For the safety of staff and public

- Notify patrons ½ hour before closing
- **Make sure the windows in the children and YA areas are closed and locked.**
- No new cards issued the last ½ hour of the day
- Notify patrons 15 minutes before closing
 - Make sure the conference room is clear **and door to outside is securely closed**
 - Check bathrooms and clear.
 - **Lock fire door**
- Five (5) minutes prior to closing announce that the library is closing and all materials need to be checked out at this time.
- Lock both front doors. Using wood safety boards.
- Do a walk through and pick up stray books and fix any seen hazards.
- Log out of Circulation Desk computers and turn off monitors
- Be sure that circulation desk is ready for the next day of business:
 - Crates have been properly filled and stacked using correct lifting protocol.
 - All materials are checked in, or if time does not allow, labeled for book drop check in the following morning
 - Shelf DVDs if time allows, and notify patrons of problem items.
- Count out the money, fill out Cash Intake slips. Put the cash drawer money in a blue bag. Book sale and copier money go into envelopes with date written on outside envelopes and put into separate blue bags if there are enough. Put blue bags in the side drawer.
 - Make sure to have two signatures on each cash intake slip.
- Lock both the front drawers.
- **Make sure keys are returned to side of "holds" shelf**
- Remember to sign out on "Employee sign in sheet".
- Turn off all the lights (there are a few fire safety lights that stay on).
- Close the staff doors.
- Double check to make sure the side door is closed securely.
- Leave together.

Emergency Policy/Procedures for Staff

Gathering area for staff will be at the outside book drop, or for active shooters by Lamb's Chinese Food. **Make sure the Director is aware of the situation.**

FIRE:

- Evacuate building using appropriate designated exits.
- If safe, assess the reasoning for the alarm.
 - If you suspect a false alarm, go to the control panel in the electrical room and read the reason for the alarm on the panel.
 - Silence and acknowledge alarm if deemed necessary.
 - Reset the alarm.
 - Reassess the situation.
 - If there is a true emergency, follow up with the remaining protocol.
- Call 911.
- Do not attempt to put out fire yourself, extinguishers to be used for personal safety only.
- Report to the Fire Department/Responders location of fire and any possible citizens left inside the building.
- Allow people back into the building after it is cleared by the Fire Department and Director.
- Write up an incident report.
- Staff assembled by the outside drop boxes if safe for roll call and directions.
- We have 5 extinguishers. Make sure you know the location of each.

EARTHQUAKE:

- Take personal safety precautions – duck and cover.
- After shaking stops assess and evacuate if necessary.
 - Severe shaking
 - Visible damage
 - Gas leak or chemical spill/leak
 - Power outage
 - Unsafe
- Use the safest exit.
- Watch for glass or hazardous conditions.
- Check for injuries.
 - Call 911 if medical attention is needed.
- If evacuated, do not let anyone back in until cleared by the Fire Department and Director.
- Write up an incident report.

POWER OUTAGES:

- Evacuate building if extended.
 - If it's daylight, wait for 10 to 15 minutes.
 - Inform those in the library that the library might close if extended.
 - Check out is allowed, but follow CIRCULATION POLICY DURING DOWN TIME

- Keep the Director informed of status.
 - Keep City Manager informed of status.
- Once power is back, check equipment.
- Allow people back into the facility once we are operating normally.
- If closed, put a sign in front doors.
 - Shut doors, and put safety wood in the front door track.

NATURAL GAS LEAK:

- Evacuate building.
- Call 911.
- Contact city public works to turn off gas.
- Call Gas Company if directed.
- If evacuated, do not let anyone back in until cleared by the Fire Department and Director.
- Write up an incident report.

CHEMICAL SPILL/LEAK:

- Evacuate building.
- Call 911
- Allow people back into the facility once cleared by the Fire Department and Director.
- Write up an incident report.

BURGLARY:

- Cooperate and agree to all demands
- Call 911.
- Lock down buildings.
- Write down information, incident reports.
- Gather witnesses and encourage them to stay on premises until police arrive.
- Write up an incident report.

ASSAULT/BATTERY:

- Call 911
- Check for injuries.
- Write down information, incident reports.
- Gather witnesses and encourage them to stay on premises until police arrive.
- Write up an incident report.

BOMB THREAT:

- Write down details as they are given.
- Evacuate building.
- Call 911
- Allow people back into the building after being cleared by the Police Department and Director.
- Write up an incident report.

ACTIVE SHOOTER:

- Evacuate buildings or hide.
 - Call 911.
 - Staff will gather at Lamb's parking lot.
 - Director and Police will assess conditions at the library.
 - Write up an incident report.

From: [Ronda Lee](#)
To: [Mac Corthell](#); [Andy Peters](#); [Adam Shultz](#); [Dan Zinder](#); [Sam Miller](#)
Cc: [Christie Teets](#)
Subject: Office equipment
Date: Tuesday, February 14, 2023 1:47:43 PM

We have obtained a few safety items at the Civic Center. Wanted to make you aware.

- Box of latex gloves in the wood cupboard in the lobby (by the toolbox)
- First aid kit in the wood cupboard in the lobby (by the toolbox)
- Multi-use sharps container by the sink inside the court/council chamber
- 2 new fire extinguishers (door to mechanical room/lobby)

Respectfully,

Ronda Lee

Community Development | City of Molalla
315 Kennel Ave. | PO Box 248 | Molalla, OR 97038
Phone – [503.759.0243](tel:503.759.0243)
Email – rlee@cityofmolalla.com
Website – <http://www.cityofmolalla.com>