



AGENDA

CITY OF MOLALLA SAFETY COMMITTEE

March 15, 2022

9:00am

Molalla Civic Center

315 Kennel Avenue, Molalla, OR 97038

1. CALL TO ORDER AND ROLL CALL

2. CONSENT AGENDA

- A. Meeting Minutes – December 1, 2021
- B. Meeting Minutes – February 9, 2022

3. OLD BUSINESS

- A. AED Training Update (Teets)
- B. First Aid Kits (Larson)
- C. Facility Visits (Teets)

4. NEW BUSINESS

- A. Musculoskeletal Disorders (Oei)

5. ACCIDENT INVESTIGATION

6. ADJOURN



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

December 1, 2021

9:30AM

Molalla City Hall

117 N. Molalla Ave, Molalla, OR 97038

Staff Present: Michelle Satyna, Library; Christie Teets, City Recorder – City Hall; Julie Larson, Planning Specialist – Civic Center; Dan Huff, City Manager – City Hall; Devin Oei, Utility Worker II – PW Shops; Scott Gustafson, Gustafson Insurance Representative; Katie Durfee, CIS Risk Management Agent (via Zoom).

City Recorder Teets called the meeting to order at 9:30am. Roll call took place, and the meeting began.

Intro to Safety Committee – Scott Gustafson spoke to the group about the importance of holding regular Safety Committee meetings. He stated the recommendation is to meet monthly. He also shared that holding the meetings every other month is better than not at all. The group decided to start with every other month and assess as needed.

Katie Durfee introduced the group to the CIS Learning Center. She pointed out important publications that she felt were important to start with. They are Preventing Slips, Trips & Falls at Work, Clean-up for Homelessness Encampments, and an OR OSHA Fact Sheet on Homelessness. Katie also encouraged each of the Safety Committee members to review the Roles & Responsibilities of being on a Safety Committee, and a Hazard Identification video that she suggested we all view.

Katie explained that if the City chose to, a representative from CIS could conduct a facility inspection at each of the city's buildings. The rep would look for hazards and help establish accident prevention.

The group discussed that the current Safety Manual is out of date, so CIS will send a template to be used for an update.

Christie was appointed as the Safety Committee Chair. Meeting adjourned at 10:06am.

The next meeting is scheduled for February.

Attested: Christie Teets, City Recorder



MEETING MINUTES

CITY OF MOLALLA SAFETY COMMITTEE

February 9, 2022

9:00AM

Molalla City Hall

117 N. Molalla Ave, Molalla, OR 97038

1. CALL TO ORDER AND ROLL CALL

Staff Present: Michelle Satyna, Asst. Director - Library; Christie Teets, City Recorder – City Hall; Julie Larson, Planning Specialist – Civic Center; Devin Oei, Utility Worker II – PW Shops; Gus Watkins, Sgt. – Molalla PD; Jamie Ward, Executive Admin Asst/Deputy City Recorder

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

Christie thanked the team members for participating, whether volunteered or voluntold. She stated that as the Chair, she would be mindful of people's time and will be efficient with the meetings.

2. DISCUSSION ITEMS

A. *AED Units and First Aid Kits in All Facilities*

Conversation was had regarding AED units in each City facility, and the need to have an employee from each facility properly trained on how to use the AED in case of an emergency. Sgt. Watkins stated that Support Services Supervisor, Nicole Ricker, was working on that task for the PD. He invited Nicole to join the meeting and speak to the group. Nicole shared how to check the battery, and offered to check the battery for the unit at the library.

Sgt. Watkins and Nicole asked the group if they knew how to use and AED, most replied no. He suggested contacting the Molalla Fire Department for training. Nicole shared that the contact is Byron Wakefield. Christie will look into possible training dates.

AED batteries are checked regularly by Police and Public Works staff.

First Aid kits at each facility were also discussed. Julie inquired about having a medical company contracted to keep the kits updated for us. There are six City buildings, 20 PD cars, 18 PW vehicles, and 1 vehicle each for City Hall and Library. Julie offered to look into a quote for services.

B. *Accident Reports – Who, What, How, Where*

This topic was not discussed, as HR Coordinator Tramel was out of office.

C. *Trips, Slips, and Falls*

Devin shared concerns over old items being stored throughout the City that could actually be thrown away. The group discussed the possibility of scheduling a monthly clean up day for each department. Break down boxes, toss garbage or recycling, in an effort to keep areas tidy and free of fall risk.

The group also contacting our CIS representative to come to Molalla for a Safety Walk Through. This is a service that CIS provides to the City at no cost, with the goal being an OSHA Fine Free workplace. Christie will contact our rep about a walk-thru of our facilities.

D. Proposed Meeting Schedule:

April 13
June 8
August 10
October 12
December 14

The group briefly discussed the proposed schedule. Sgt. Watkins cannot attend a monthly Wednesday meeting; therefore, the group will look at holding the meetings on Tuesday.

The next meeting is scheduled for March 15, 2022 at 9:00am.

Other Topics of Discussion include:

- Eye wash stations at each building (is there a need, or can a faucet adapter be purchased)
- Communication between the Safety Committee and each of their departments
- Meeting minutes being retained for three years. All other documents be scheduled for destruction by the City Recorder.
- ICE page for staff – Safety Committee Chair will work with HR/Finance/City Manager

3. ADJOURN

Christie adjourned the meeting at 9:45am.

ATTEST: Christie Teets, Safety Committee Chair
City Recorder

Employee Name: _____ **Date:** _____

Department: _____

Address: _____

Phone: _____

DOB: _____

Cell Phone: _____

In case of emergency contact:

Name: _____

Phone: _____

Name: _____

Phone: _____

Any medical condition/medications to share with responder: _____
