

**FUTURES COMMUNITY SUPPORT SERVICES, INC.
SAFETY COMMITTEE**

RECORD OF MINUTES

Chairperson: Virginia Pearce	November 29, 2011
Location: Administrative Office	Time Meeting Began: 10:00am

Committee Members	Present	Absent
Virginia Pearce	X	
Barbara Austin		X
Angela Wells	X	
Cathy Wolf	X	
Lisa Mathews	X	
Georgie Porter	X	
Emily Huffman	X	
Alisa Westbrook		X
Sheila McNeil		X
Aimie Bailey		X
Kimberly Blow		X

September minutes were approved as written from meeting dated:

OLD BUSINESS NOT COMPLETED FROM LAST MEETING

First Friday	We discussed setting up a booth on First Fridays in Towanda to sell t-shirts for a fundraiser. Angie looked into prices for shirts. This item is tabled.
AED Grant	We submitted a grant to Guthrie Healthcare System to purchase AED machines. We have not heard anything back on our bid yet.
Update Bradford County Panel	Still working on this for January 2012 start date
Develop Tioga County Panel	Still working on this for January 2012 start date

OLD BUSINESS COMPLETED FROM LAST MEETING

Hazard Inspection at Saco Road	Recommendation list given to manager/program specialist for completion
Safety Checklist for AWC and SLA/Semi	The forms were put into the orientation packets of AWC and Supportive Living staff.

NEW BUSINESS:

New Meeting Schedule for 2012	<p>January – 201 Third Street, including renovations, 1/09/12 February – Maple Street – 2/13/12 March – Center Street/Chesterfield Estates, 3/12/12 April – Milan, 4/09/12 May – Cherry Street, 5/14/12 June – Administrative Office, 6/11/12 July – Saco Road, 7/09/12 August – 201 Third Street, 8/13/12 September – Center Street/Chesterfield Estates, 9/24/12 October – Milan, 10/08/12 October – Cherry Street, 10/22/12 November – Administrative Office, 11/12/12 November – Saco Road, 11/26/12</p>
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<p>Worker's Comp Interviewers-2012 – These assigned people will interview the claimants at these sites when we have a claim to get detailed information on what happened and what can keep it from occurring again.</p>	<p>Milan – Emily Huffman Cherry Street – Georgie Porter Semi/SLA – Cathy Wolf Maple Street – Lisa Mathews 201 Third Street – Angela Wells Saco Road – Virginia Pearce Center Street – Barb Austin Chesterfield Estates – KimBlow Office/School – Sheila McNeil Route 187 – Aimee Bailey Home & Community – Alisa Westbrook</p>
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GENERAL DISCUSSION:

- Welcome new members, thank you for joining us. We now have (11) members, the most we have ever had!!!! A roster sheet was passed around for all present to sign. Also, new members were given a packet of information that includes a list of committee members and their contact information, by-laws, mission statement, safety program statement, safety member description, and return to work policy. Packets were saved for those that are not in attendance.
- There is no committee member present today from Saco Road so we will email the recommendation list to the manager as a result of our safety inspection last month.
- The Montrose training is Friday, February 17, 2012 at the Endless Mountains Health System. This would be for the people who could not attend Scott Peil's training in November (Kim Blow and Aimee Bailey).
- We currently comply with the membership ratio required by the state. We will still be in compliance once Kim and Aimee receive the training.
- Went over "why safety committees" fail that we received from Brown and Brown. These reasons are:
 - Not having a quorum at the meeting (this is having 51% of the safety committee members present and accounted for)
 - Missing a monthly meeting
 - Not having a committee member trained during each fiscal year.
 - Not having minutes or agenda for a meeting or not demonstrating in the minutes that accident investigations or hazard inspections were carried out.
 - Not rotating members.

We discussed these reasons and it was explained that we need to adhere to these throughout the coming year.
- Distributed accident investigation forms so that new members will know what their responsibility will be.
- We ran out of time during this meeting, so for next meeting when everyone is present, we would like to discuss the information that we received from Scott Peil at our November 4th training. Those items are:
 - Adding consumers to the committee/guest members
 - Add seasonal supplements to the hazard inspections (winter/fall/summer/Spring)
 - Put recommendations from hazard inspections in the minutes so that Managers remember to get back to us with their results.
 - Designate an "Accident and Illness Coordinator". Usually this is the HR person and needs to be documented in their job description.
 - Gather last five years worth of safety committee information in case we are audited.
 - Set goals – what do we want to accomplish this coming year in regards to safety?
 - Organize a Violence in the Workplace training – or at least have information to share with staff. Also, we can possibly look at having a guest speaker in safety to discuss security)
 - Have a mascot. Scott mentioned the "BEE" on the lookout posters.
 - Managers go over the safety committee minutes at staff meetings.
 - Newsletter – include personal stories, near misses, things we have learned
 - Dollar Bill Idea – print out fake dollar bills and each safety committee member would get so many at each meeting. When we catch someone doing a SAFE act, they get a dollar bill. We would discuss at each meeting who we ended up giving dollars to. We also need to discuss what will the bills be worth and how to recognize these employees (through paychecks, bi-annual meetings)

CLAIMS:

Accident Incident Summary -				
Date	Contact	House	Causes/Description	Action
N/A				

General Claim Discussion:

Two claims have been settled, which is a relief but will stay on our records for Worker's Compensation premiums for the next three years. We still have one in litigation but this person is back to work and it will not amount to a large payout.

MEETING INFORMATION:

Meeting Adjourned:		Next Meeting:		
Time: 11:20am	Date: November 29, 2011	Time: 10:00am	Date: January 9, 2012	Location: 201 Third Street Towanda, PA 18848

Respectfully Submitted, Virginia Pearce, Chairperson & Recording Secretary