

**Yamhill County Employee Safety Advisory Committee
May 9, 2017 8:15 a.m.**

Courthouse, Room 32

Chair: Amy Kemper

Vice-Chair: Gary Van der Veen

Voting Members Present: Candice Bernard, Shawn Glidden, Woody Little, Amy Kemper, Blanca Marquez, and Gary Van der Veen.

Staff: Keri Hinton, Jessica Johnson and Desiree Lundeen.

Guests: Denise Murphy, Courts.

Amy Kemper called the meeting to order at 8:15 a.m. A quorum is present.

1. **Minutes:** April 11, 2017 minutes – Motion made by Woody Little to approve the April minutes. Seconded by Gary Van der Veen. Unanimously approved.

2. **Unfinished Business** – None.

3. **New Business** –

- a. June is inspection month. Have inspection reports returned to Keri by June 15th.
- b. HazCom Audit/Cathy Verret – June 6 – 9, 2017 – Desiree explained that this audit is something that we do each year. She reminded everyone to check all MSDS books and make sure that all documentation is current.

4. **801 Reports** – Desiree Lundeen reported one incident in the Jail that had a couple of days of time loss.

5. **Other Business** – None.

6. **Department Reports by ESAC members and others** – Jessica Johnson stated that Maintenance is still finding situations where power strips are being plugged into power strips, which sometimes also involves heaters being plugged into a power source that is not a wall outlet. There was some discussion amongst committee members regarding better ways to communicate the proper use of heaters with employees. Shawn Glidden suggested a form for employees to sign when issued a heater. Jessica will forward pictures of the above-mentioned situation to the applicable supervisor and ESAC members. No other safety concerns to report by safety committee members in attendance.

7. **Next meeting:** July 11, 2017 – 8:15 a.m. - Courthouse, Room 32.

8. **Adjournment** – Meeting adjourned at 8:25 a.m.