

**Yamhill County Employee Safety Advisory Committee  
October 9, 2018 8:15 a.m.**

**Courthouse, Room 32**

Chair: Amy Kemper

Vice-Chair: Gary Van der Veen

Voting Members Present: Monica Brannon, Patty Landsiedel, Rosa Mercado and Gary Van der Veen.

Staff: Desiree Lundeen, Jessica Johnson, Stephanie Mansheim and Keri Hinton.

Guests: Denise Murphy, Courts.

The vice-chair called the meeting to order at 8:17 a.m. A quorum is not present.

1. **Minutes:** August 14, 2018 – tabled.
2. **Unfinished Business – none**
3. **New Business –**
  - a. Worker’s Comp changes - Stephanie Mansheim is now the point of contact for all 801 and incident reports. She reviewed the attached forms (Exhibit A) and explained the overall process for the reporting of accidents and injuries on the job.
  - b. Safety newsletter – There has been some discussions of having a newsletter for employees which would be generated from Human Resources. Stephanie Mansheim explained that the goal is to have every employee think about approaching their job with the mentality that everyone is a risk manager and offer suggestions and ways to ensure that they are doing their job safely.
4. **801/Incident/Accident Reports –** Stephanie Mansheim – Six incidents total with three being an illness with an underlying condition, and one was exposure that aggravated a medical condition. There was a Sheriff’s vehicle fire but so far it appears that the wiring could have been the cause.
5. **Other Business –** None.
6. **Department Reports by ESAC members and others –** Jessica Johnson reminded the committee regarding heater safety and the fire code requirement that all heaters must be plugged into an outlet. Rosa Mercado asked if the indoor steps at the Moore building could have some additional tread put on them and she will follow up with Joe. No other safety concerns to report by safety committee members, staff, and guests in attendance.
7. **Next meeting:** November 13, 2018 – 8:15 a.m. - Courthouse, Room 32.
8. **Adjournment –** Meeting adjourned at 8:56 a.m.

Minutes prepared by  
Keri Hinton