

Yamhill County Employee Safety Advisory Committee
February 12, 2019 8:15 a.m.

Courthouse, Room 32

Chair: Amy Kemper

Vice-Chair: Gary Van der Veen

Voting Members Present: Monica Saunders, Amy Kemper, Karen Rogers, Patty Landsiedel and Gary Van der Veen.

Staff: Justin Hogue, Jessica Johnson, and Keri Hinton.

The called the meeting to order at 8:17 a.m. A quorum is present.

1. **Minutes:** January 8, 2019. Motion made to approve the minutes by Patty Landsiedel. Seconded by Karen Rogers. Unanimously approved.
2. **Unfinished Business** –
 - a. December safety inspection summary was distributed to committee members for final review.
 - b. Mission Statement for the Committee – Amy Kemper will email the committee some ideas that were found regarding mission statements for safety committees. The mission statement along with a safety goal will be discussed at the April meeting.
3. **New Business** –
 - a. Quarterly Safety Inspections – due March 15th. Amy Kemper reminded everyone that March is a safety inspection month and all safety inspections are due by March 15th.
 - b. Safety Committee Chair/Vice-Chair – The consensus of the group was to continue with Amy Kemper as Chair and Gary Van der Veen as Vice-Chair. Ms. Kemper will reach out to safety committee members who have a term expiring in March.
4. **801/Incident/Accident Reports** – Stephanie Mansheim reported via email 6 accident/incident reports with one being workmen’s comp. Half of the incidents were slip, trip or fall.
5. **Other Business** – None.
6. **Department Reports by ESAC members and others** – Amy Kemper reminded everyone to be careful due to the amounts of rain and to be aware of slippery surfaces. Jessica Johnson reminded safety committee members that any safety concerns found during inspections should be sent to Maintenance via e-maint. If you do not have e-maint. Jessica will make sure that you are set up. No other safety concerns to report by safety committee members, staff, and guests in attendance.
7. **Next meeting:** April 9, 2019 – 8:15 a.m. - Courthouse, Room 32.
8. **Adjournment** – Meeting adjourned at 8:24 a.m.

Minutes prepared by
Keri Hinton