

Yamhill County Employee Safety Advisory Committee
October 26, 2022, 8:30 a.m.

Via Microsoft Teams

Chair: Rosa Mercado

Voting Members Present: Elsa Pantoja, Steve Sims, Patricia Landsiedel, Brenda Hopper, Derrin Broome

County Staff: Jessica Johnson, Mikalie Moreno, Megan Marasco

Guests: None

Rosa Mercado called the meeting to order at 8:30 a.m. A quorum is present.

1. **Minutes:** October 12, 2022 - Motion made to approve the minutes by Steve Sims, seconded by Patricia Landsiedel. Unanimously approved.
2. **Unfinished Business:**
 - a. Update on By-Laws – Mikalie Moreno stated the bylaws are at a standstill. She was asked to pause the work on these since AFSCME bargaining will start in January.
 - b. Goal for 2022 – The suggestion was made that since 2022 is nearly over, the committee might want to consider discussing the 2023 goal soon. Mikalie mentioned she will be restarting HR newsletters. There was a suggestion to send out quarterly safety flyers and Mikalie volunteered to assist with this. having a booth at community events, and Mikalie mentioned that Winter information will be sent out soon. Rosa would like to discuss the 2023 goal at the next meeting.
3. **New Business** –
 - a. Safety inspections reports were not ready, so they were to be sent to the committee by October 28.
4. **801/Incident/Accident Reports** –

Mikalie Moreno reported on 801's for January – May, 2022.

 - a. January – There was one 801 filed with no time-loss. There were 5 reports of damage to equipment/vehicles.
 - b. February – There was one 801 in February. That accident resulted in 12 days of time loss. There were a total of 5 accidents involving Public Works and various equipment, a power pole, and some widows.
 - c. March – There were 8 accidents reported. There was 1 801 filed, which was a fall that did not involve any time loss. The others were damages to a door, equipment, a collision, and another fall with no injury.
 - d. April - There were 7 incidents reported – 3 801's were filed. One of those resulted in time loss of 20 days. There as vehicle damage, a hit & run, a slip in the jail, damage to a door, another vehicle, a mower, and damage to a power line.
 - e. May – No 801's were filed. There were 3 incidents reported. Damage to a vehicle, to a mower, and an employee was injured while chasing after a client.
5. **Other Business** – Mikalie asked for suggestions for safety flyers. Rosa mentioned that some employees don't want to report accidents/incidents if there is no harm/injury. Mikalie said this means we will need to work on communication with all employees on the importance of reporting.
6. **Department Reports by ESAC members and others** – Rosa said there are currently no issues in the Moore building but in the rainy season, the stairs have been an issue with wet leaves. Patty said with tax season, they will have extended hours and will expect an increase in traffic to the Assessor's office. Steve said Public Works will continue working 4-day workweeks which means they will be working more hours in the dark. The are working on switching out expired fire extinguishers. Elsa reported that some of the staff who are working 10-hours days will be switching to 8-hour days. They use the buddy system so employees are not alone in the dark. She said they try to be sure to report all potential issues to Mikalie. Derrin said there are no current issues in his area of the court/jail. Jessica mentioned that fire doors must NOT be blocked open. This

defeats their purpose. They have to be able to close in the event of a fire without any obstruction such as a wedge or doorstep. She reminded everyone to be cautious and to watch where we are walking and to report issues, or potential issues, as soon as possible. She also reminded everyone that **ONLY** maintenance is allowed to reset breakers. She said fire extinguishers are serviced every October.

7. Mikalie introduced Megan as the newest member of the HR team.
8. **Next meeting:** November 16, 2022 – 8:30 a.m. – virtually via MS Teams
8. **Adjournment** – Meeting adjourned at 8:58 a.m.