

## **H&S Committee Meeting Meetings**

**9/9/2020**

\*The meeting opened with muffins and greetings\*

In attendance: Shawna, Matt, Brandon, John, Ryan, laRe, and ChMc

The committee discussed ideas for conducting a serious injury drill in October. The committee has been asked to send ideas to Shawna by the end of the month.

The committee reviewed the fire safety training coming up in November. There were a couple of typos to be revised but there were no safety or procedural issues with the training. In light of fire safety month, Matt and John will create a video for the people we support and staff, demonstrating how to effectively use a fire extinguisher.

All quarterly responsibilities (walk-through, fire extinguisher inspection, vehicle inspections) have been completed for the quarter. Shawna and Matt will be working closely together in the next few weeks to complete inspections and evacuation routes for the new Winston-Salem location.

Matt and John will complete an audit of the first-aid kits in the building and in staff vehicles. Matt and John will notify the supply officer of the items they need to replenish the first-aid kits and will make sure all staff has a first-aid kit in their vehicles.

The committee discussed the repairs needed at the Shoppe (front doors, ramp, etc). Brandon will follow up with Russell until those repairs are completed. The Oasis is in the process of being moved to another building so repairs are not necessary at this time.

In addition to the regular scheduled cleaning and on the hour sanitizing due to COVID, Brandon and Matt will put together a monthly team to deep clean the building, focusing on baseboards and vents.