

**SAFETY COMMITTEE MINUTES**  
**January 19, 2007**

**PRESENT:** Sandra Gregory, HR Director  
Russell Greene, Emergency Services Director  
Jason Williams, Existing Industry Utility Director

**GUESTS:** Josh Mitchell, Solid Waste Supervisor  
Pete Bunn, Maintenance Supervisor

**CC:** Rick French, County Manager

**ACCIDENT REVIEW UPDATE:**

2006 Final Totals – 20 Non-Recordables, 18 Recordables, 3 Lost Time and 5 Light Duty (3 of which are lost time).

Year-to-Date – 4 Non-Recordables, 0 Recordables and two citizen accidents.

**INCIDENT INVESTIGATION REVIEW:**

The majority of last months injuries were related to back lifting issues. To resolve these investigations, the committee has agreed to share the BLR back lifting audio presentation. Employees in specific departments will be required to watch this video.

Four Incident Investigations for 2007 were reviewed and resolved. Accidents consisted of two motor vehicle accidents and two lifting accidents.

**POLICY UPDATE:**

Bloodborne Pathogen – Ms. Gregory met with Mr. Earp, EMS Director and Ms. Whisnant, Health Director and discussed their policies. The EMS and Health Department will maintain their separate BBP policy and a copy will be kept on file in the HR/Safety Department. Ms. Gregory will prepare a countywide BBP policy to cover the other departments.

Asbestos Policy – Mr. Greene is reviewing this policy and is working with the school system in order to incorporate this for the County.

Life Safety Policy – Mr. Greene is evaluating the Dayton building to determine whether this policy or a confined space policy is necessary.

Motor Vehicle/Contractor Policy – on hold.

Workplace Violence – policy is still in preparation stage with Ms. Gregory.

Powered Industrial Trucks – Ms. Gregory has reviewed the DOL standards for Powered Industrial Trucks and feels like this standard is sufficient to use for the Landfill equipment. Ms. Caviness has suggested that Ms. Gregory contact DOL and discuss with them.

Confined Space, Powered Industrial Trucks, Welding/Cutting & Brazing, Oxygen-Fuel Gas Welding & Cutting, Resistance Welding and Electrical – policies are still in preparation stage with Mr. Greene.

### **TRAINING UPDATE:**

Countywide General Awareness – sessions are completed. Ms. Gregory is to schedule a make-up session. Ms. Gregory asked if anyone had received feedback from these meetings. Comments that were heard were based more on having to attend the meeting than the meeting itself. Ms. Gregory stated that some employees seemed offended because the majority of the meeting was related to common sense. Ms. Gregory said that she opened the meetings with the fact that all of the information was common sense, but 95% of our accidents were related to unsafe acts by humans. We tend to get relaxed with the common sense things in life and they create the majority of our problems on the job and off the job. She just wanted to put the basics back in front of everyone and help everyone start thinking “safety” in everything that they do.

Departmental Training – Fall Protection and Lockout/Tagout training is scheduled for January 25, 2007. PPE and Hazardous Communications training is scheduled for January 26, 2007. Safety committee has elected for EMS and Health Department’s training be conducted during in-service training. Both departments will provide documentation to Ms. Gregory on BBP, PPE, Hazardous Communications and Respiratory training.

Recognition Program/Behavioral Training – the safety committee has agreed that this program will include safety coordinators, safety responders, safety committee and the department heads. A date will be determined in the near future.

Training to be Scheduled – EAP, Confined Space, Powered Industrial Trucks, Welding/Cutting & Brazing, Oxygen-Fuel Gas Welding & Cutting, Resistance Welding and Electrical.

### **OTHER INFORMATION:**

**First Aid/HEP Shots** - Mr. Bunn will put up the first aid kits for Cooperative Extension, Soil & Water, BOE and Tax Office. EMS is providing the additional supplies needed for first aid kits. Ms. Gregory will get this distributed as soon as possible. HEP Shot memo was sent out to all employees that received BBP training.

**Landfill Needle Issue** – Mr. Mitchell stated that the needles were being transported to the Health Department for proper disposal. The committee discussed and agreed upon putting Sharps Containers at all Convenience Site locations. Mr. Greene has agreed to provide Mr. Mitchell with this. Mr. Mitchell will ensure that all convenience site workers know what to do with needles when citizens drop them off. The drink bottles with needles in them will continue to be sent to the Health Department for disposal.

**Emergency Action Plan Update** – Mr. Williams and Ms. Gregory are working with department heads on setting up an emergency evacuation plan for each department. This project remains incomplete.

**Departmental Inspection Update** – This project remains incomplete.

**Reported Safety Issues** – During the general safety awareness meetings, several safety issues were mentioned. EMS reported that the Bethlehem base door would not lock. Mr. Bunn is to look at this and get it corrected. BOE and Planning/Inspections do not have an evacuation route posted. Mr. Greene and Mr. Williams will ensure that these departments receive an evacuation route. BOE does not have a fire extinguisher. Mr. Bunn will correct this.

**New Discussion** – There was a request that we draw a line as to the severity of a vehicle accident being reported and the employee having to be drug/alcohol tested. The committee and guests thoroughly discussed this option for a possible resolution to take forth to Mr. French. The committee and guests unanimously agree that we should continue to report all vehicle accidents and drug/alcohol testing regardless of how small they are. Topic was closed for further discussion.

Guests were thanked for attending and the meeting was adjourned. The next meeting will be determined at a later date.

### **DUTIES ASSIGNED:**

#### **Sandra Gregory**

1. BBP Policy – retrieve EMS and Health Department’s revised policies and create one for other county entities.
2. Motor Vehicle and Contractor Policy – on hold.
3. Workplace Violence Policy – on hold.
4. EAP – quick reference and work with department heads to create evacuation plans for their facilities.
5. Schedule recognition program.
6. Distribute first aid supplies.
7. Follow up on the employees receiving HEP shots.
8. Powered Industrial Trucks Policy – complete.
9. Schedule make up sessions for general awareness safety meetings.
10. Back Lifting audio to departments that will be required to review.

11. Motor Vehicle and Contractor Policy – on hold.
12. Get training material from trainers for recordkeeping purposes.
13. Send Mr. Williams inspection information.

### **Russell Greene**

1. Complete Asbestos, Life Safety, Electrical and Welding Policies.
2. Follow up with Mr. Bunn to ensure that EMS Bethlehem branch door is corrected.
3. Follow up with Mr. Bunn to ensure that fire extinguisher is mounted at BOE.
4. Ensure that Planning/Inspections and BOE have evacuation routes posted.
5. Send sharps containers to Mr. Mitchell for convenience sites.

### **Jason Williams**

1. Complete emergency action plans for each department with department heads.
2. Prepare complete inspection checklist to use in conducting the first official inspections on a department.