

# **SAFETY MEETING MINUTES**

## **October 22, 2009**

**Present:** Sandra Gregory, Human Resources Director  
Cherry Kilby, Emergency Services Administrative Assistant  
Brad Gates, Risk Management Specialist  
Josh Mitchell, Public Administration/ Solid Waste Director

**Absent:** Billie Walker, PHN Supervisor

**Guests:** Chris Bowman, Sheriff  
Greg Foster, E-911 Communications Manager  
Jody Marshall, Recreation and Grounds Coordinator  
Carla Grit, Key Risk Insurance -Senior Loss Control Specialist

**MINUTES:** Minutes of August meeting were approved as provided.

**ACCIDENT REVIEW UPDATE:** Ms. Gregory reported 31 incidents, year to date, with 3 of them being lost time/recordable. This is a decrease from the same time period last year, and shows a continuing positive trend in effectiveness of the current safety policies and procedures.

**EMERGENCY ACTION PLAN:** Mr. Gates expressed a concern with regard to the Emergency Action Plan at the Jail. It is unclear at this time how well the established EAP had been conveyed to Mike Harrison, Chief Jailer, when the previous Chief Jailer left. Mr. Gates will schedule a meeting with Mr. Harrison and Fire Marshal, Russell Green to discuss. Ms. Kilby intends to continue the EAP flip-chart project within the next week.

**DEPARTMENTAL GOALS:** No update at this time.

**SAFETY INSPECTIONS UPDATE:** Mr. Gates reported that the committee had performed the Annual Safety Inspections on Economic Development, Animal Control, Maintenance, and the Sugarloaf Convenience Center. All sites showed an improvement over last year, and only minor safety issues were found.

Due to the cancellation of the September meeting and subsequent inspections, the Courthouse will be added to the October inspection list. The inspections scheduled for October are: Courthouse, Bethlehem Library, EMS Station 2.

Also, per Mr. Gates, most of the corrections from the annual safety inspections had been completed by Maintenance. A few were not yet complete due to either a shortage of time, or funding.

**POLICY UPDATE:** Mr. Gates will distribute the Asbestos Policy, Lock-out/Tag-out Policy, and the Signs and Tags Policy to the committee members for review before the next meeting. After some discussion, it is agreed that Mr. Gates should make an outline for a Space Heater Policy for discussion at the next meeting.

**TRAINING UPDATE:** Per Mr. Gates, the First Aid and Bloodborne Pathogen recertification training for Solid Waste employees on September 10<sup>th</sup> had a very good turnout.

The in-car portion of the emergency driving training for the Sheriff's Department was recently completed. A make-up day will be needed before the end of the year for those unable to attend this session.

**WORKER'S COMPENSATION:** Carla Grit provided "dash board" reports to Ms. Gregory and Mr. Gates, and brought the committee and guests current on the workers compensation injuries, claims, and losses. The number of reported incidences is slightly higher than this time last year, which may be an indicator that reporting policy is being followed more closely.

**OTHER:** Mr. Gates announced a change in the Maintenance work order process was being made. It is his hope that this will make it easier to track and complete corrections of future safety and maintenance issues.

Chris Bowman and Greg Foster explained some safety and evacuation concerns with the courthouse complex. Discussion of the ideas for a back-up 911 location provided information to the Committee. The Committee revisited the issue of egress from the 911 communication center, with no viable resolution reached. Mr. Bowman asked Mr. Gates to provide him with the information on the most recent boiler inspection, which needs to be provided to OSHA. Two city-owned street lights are not functioning near the jail entrance, which could make the area more prone to accidents. Ms. Gregory will look into potential security issues and proper response if an inmate is injured while working on a road crew.

Meeting was adjourned at 10:27 a.m.

The next meeting will correspond with the Safety Coordinators and Safety Responders annual meeting. The date and location will be announced.