

SAFETY COMMITTEE MINUTES

October 25, 2007

MEMBERS PRESENT: Sandra Gregory, HR Director
Russell Greene, Emergency Services Director

ABSENT: Jason Williams, Asst. ECD Director
Billie Walker, PHN Supervisor

GUESTS: Anita Price, Leslie Meadows, Pat Payne

CC: Rick French, County Manager

ACCIDENT REVIEW UPDATE: Y-T-D there have been 41 accidents (9 recordable and 32 non-recordable). Included in these numbers are 4 lost time and 1 light duty case. There have been 3 accidents since our last meeting. Incident investigations were reviewed by the safety committee members.

TRAINING UPDATE: *Defensive Driving* – Due to the amount of time needed for this class, we have decided to focus only on those positions within the County that require driving on a regular basis to receive training first. This is with the exception of Sheriff's Office and EMS because they require more in-depth training than this course provides. This reduces the class size from 118 to 56. Per Mr. Greene, this is a manageable class and he will let Ms. Gregory know when it is scheduled. *Ergonomics* – Mr. Greene to schedule. *Asbestos* - Emergency Services will be conducting a countywide walk-through to determine what departments are affected with asbestos on November 5th. Training is to be scheduled before Thanksgiving. *Confined Space* – Due to some absences, this training has been rescheduled for Wednesday, October 31, 2007. *Health Department Respiratory and HazCom Training* – Mr. Greene is to schedule.

POLICY UPDATE: *Electrical* – Per Mr. Greene, our lockout-tagout policy includes this and we will not need to have a complete electrical policy. *Hot Works* – Mr. Greene is working on this policy. *Powered Industrial Trucks* – Mr. Greene has a rough draft completed. He will forward to safety committee members for review. *Motor Vehicle policy* – Ms. Gregory working on draft. Asbestos – policy has been provided. Mr. Greene to provide Ms. Gregory with training slides for the records.

SAFETY INSPECTION UPDATE: Safety inspection chart was distributed. To departments have not submitted their September inspection. We have 17 outstanding yearly inspections that are waiting on items to be completed. We are on target to complete all departmental safety inspections in November. Mr. Williams will be providing a 2008 safety inspection schedule for the safety committee. Coordinators were commended on getting monthly inspections completed in a timely fashion. Great job!

EMERGENCY EVACUATION UPDATE: We do not have all departmental EAP's reviewed and some not returned as completed. A chart was distributed showing the completion process of drills and we are not on target to complete by December 31st. The safety committee agreed to extend this to be completed by the end of the first quarter in 2008. The committee discussed conducting fire drills when we do yearly safety inspections and the safety coordinators will complete one every six months thereafter. This will be further discussed.

SAFETY ISSUES: The Board of Elections has requested an emergency button to be installed on the counter and to connect to 911 for emergencies. Mr. Greene is to get a price on this. Ms. Gregory is working with the Sheriff's Office to possibly provide hands free devices for cell phones used in vehicles. Mr. Greene stated that he reviewed the previous minutes reflected that MSDS's would not be retained on the parks grounds. He thinks we should reverse this decision because if there is an accident we need them easily accessible. He recommends placing these in the storage area with the lime. Ms. Gregory will notify the recreation department to make this change.

OTHER: The safety committee agreed to recognize coordinators/responders in appreciation to what they've done this year with our safety program. This will take the place of our December safety meeting. Departmental goals will be distributed to begin in January, 2008. The 2008 safety responders, coordinators and department head safety meeting scheduled has been completed and will be distributed in the near future.

DUTIES ASSIGNED:

Sandra Gregory

1. Complete motor vehicle and workplace violence policies.
2. Prepare responder/coordinator meeting in December.
3. Hands free cell phone devices for Sheriff's Office.
4. Notify Recreation Dept. of placing MSDS's on park sites.
5. Distribute worker's comp departmental goals.
6. Order more EAP frames.
7. Record keeping review of Sheriff and Health dept. training records.
8. Ropes and clips for confined space.
9. Distribute 2008 safety meeting schedule.
10. Check with safety members on fire drills being conducted w/yrly inspection.

Russell Greene

1. Defensive Driving, Ergonomics, Confined Space, and Asbestos training.
2. Complete hot works and powered industrial trucks policy.
3. Cost of BOE button at counter to be connected to 911.
4. Send list of departments with asbestos exposure to Ms. Gregory.

5. Forward asbestos training material to Ms. Gregory.
6. Complete hazardous communications and respiratory training for health department.

Jason Williams

1. 2008 Safety Inspection schedule.

Billie Walker

1. Work with Mr. Greene on completing hazardous communications and respiratory training for health department.
2. Work with Ms. Gregory to prepare for December meeting.