

SAFETY MEETING MINUTES

November 20, 2008

Present: Sandra Gregory, HR Director
Brad Gates, Risk Management Specialist
Jason Williams, Asst. EDC Director
Billie Walker, PHN Supervisor
Cherry Kilby, Emergency Services (substitute for Russell Green)

Absent: Russell Greene, Emergency Services Director

Guests: Carla Grit, Key Risk Insurance
Pat Payne, Finance
Suzanne Rhinehart, Cooperate Extension
Julie Campbell, Cooperative Extension

MINUTES : Minutes from 9-18-08 Safety Committee meeting approved as written

ACCIDENT REVIEW UPDATE: Not on agenda / not reported

DEPARTMENTAL GOALS: Not on agenda

EAP UPDATE: The committee voted to approve the use of the “generic” EAP flip-chart, pending further research of departmental emergency codes. The current emergency codes are not uniform through all departments. The committee will review the different codes currently in use by the departments. Mr. Gates is to contact DSS and the Health Department about their current codes.

Further EAP discussion included the need for an “intruder/hostile person” code to be added to the EAP. More information will be gathered by Mr. Gates for a future meeting.

Mr. Gates and Mr. Greene met with Dan Gaines about the EAP for the County Jail. Mr. Gaines presented them with a working EAP program. Mr. Gates reported the program was found to need only minor corrections. Mr. Gates, Mr. Greene, and Mr. Gaines will work together to resolve the issues, and keep the current plan in place.

Also discussed were the EAP requirements for the Sheriff’s Office and Courthouse, including possible independent state and/or federal guidelines. More information is needed. Mr. Gates will gather information and report findings at the next meeting.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported that all monthly Safety Coordinator Checklists are up to date as of the end of October. All uncompleted corrections from the annual safety inspections and Safety Coordinator Checklists have been compiled onto one list for completion. All items with budget concerns have been separated. Ms. Gregory reported that the items with budget concerns will be presented to the County Manager for consideration and disposition.

Mr. Gates and Ms. Gregory proposed changing some of the items on the Safety Coordinator Checklist, used for the monthly safety inspections at each building. Items on the checklist will be changed on a monthly basis, and it is hoped the changes will bring more potential hazards to light, as well as making the Safety Coordinators more knowledgeable and active in the overall process. It was decided to implement the new system on January 1, 2009.

TRAINING UPDATE: Mr. Gates has worked with all departments to verify or develop departmental-specific training guidelines for new employees. Each effected department now has a program in place.

Mr. Gates reported the recertification course for CPR/ Blood borne pathogens/ First aid was held October 28th, with a make-up day scheduled for November 20th. New certification training was given to five employees November 18th. Defensive driving training is scheduled for December 10th.

POLICY UPDATE: Mr. Gates reported the Equipment Operations Policy had been approved by the County Manager, and was submitted to the IT department for posting to the website.

Mr. Gates gave a brief update on the Contractor Policy, noting it was in progress, and had been reviewed and discussed by Ms. Gregory and Mr. Gates, and would be submitted to the Safety Committee for review at an upcoming meeting. Mr. Gates also reported the new Electrical and Hot-Works policies are in the early stages of development.

Ms. Gregory reported on the Violence in the Workplace Policy. She reported the policy was going to be much larger and more involved than previously assumed. The policy will likely involve some sort of taskforce and policy coordinators at each county worksite.

Mr. Williams and Ms. Walker reviewed the existing PPE, Prescription Safety Glasses, Hearing Conservation, and Respiratory policies, and each reported their suggestions for updates.

OTHER: Ms. Gregory reported the Safety Handbooks have been reprinted with the corrections from the recent review.

Ms. Gregory presented a proposal to rotate Safety Committee members on a three-year cycle. As part of the rotation, Mr. Greene and Mr. Williams would leave the committee at the end of 2008, to be replaced by Ms. Cherry Kilby from the Emergency Services Department, and Mr. Josh Mitchell, Public Works/Solid Waste Director. Ms. Walker would rotate off at the end of 2009, with a replacement to be named. This proposal was favorably accepted.

Ms. Gregory confirmed the schedule for the upcoming Safety Coordinator and Safety Responder meeting is December 9th, 9-10 a.m., in the Commissioner's Room at CVCC Alexander.

Mr. Gates reported that the quarterly check of expiring driver licenses for employees driving on county business was working well, and had already resulted in some potential problems being rectified.

Ms. Gregory reported the Deer Whistles for the Sheriff's Department vehicles was not going as well as hoped, with one of the trial vehicles already having an accident involving a deer. More information is needed to make a determination as to overall effectiveness.

Ms. Gregory reported that vehicle cell phone mounts for the phones currently used by the Sheriff's Department and EMS are not available.

Ms. Gregory expressed a desire to move the safety program to "the next level", as she believes we now have the staffing in Human Resources to be able to handle additional programs.

Meeting was adjourned at 10:10 a.m.

The next meeting is scheduled for December 18, 2008 at 9:00 am. The location will be the Administration Building Conference room.