

**SAFETY COMMITTEE MINUTES**  
**November 9, 2006**

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

CC: Rick French, County Manager

**ACCIDENT REVIEW UPDATE:**

Since our last safety meeting on September 18, 2006, we have incurred 3 recordable injuries and 3 non-recordables. Year-to-Date are 16 recordable injuries (2 light duty and 2 lost time and 2 privacy cases were added to our OSHA log) and 17 non-recordable injuries.

**INCIDENT INVESTIGATION REVIEW:**

Mr. Greene has not completed a prior investigation related to an accident on August 8, 2006. He will follow up with the staff of that department to ensure they have researched some resolutions to preventing this same type of injury from reoccurring. He will finalize this issue at our next meeting.

Four (4) accidents were deemed as happening due to unsafe acts by the employees. The safety committee has agreed to include some specific information regarding unsafe acts in the safety orientation program that will be held in January, 2007. Our goal is to start having employees be more alert to their surroundings and begin developing a new safety mindset. This will hopefully help to reduce the number of injuries due to unsafe acts.

Two (2) accidents were closely evaluated and the committee agreed that no specific resolution was possible due to the nature of the incidents.

**POLICY UPDATE:**

Confined Space, Powered Industrial Truck, and Hazardous Substances – Ms. Gregory is waiting for Risk Consultants response on the need for the policies.

Bloodborne Pathogen – Ms. Gregory is continuing to complete this policy.

Electrical and Welding – Mr. Greene is continuing to complete this policy.

Hearing Conservation – Approved. All employees serving in an exposed area will have baseline testing completed on November 15, 2006. Ms. Gregory has contacted Ms. Caviness, Risk Consultant to request guidance in training these employees.

Contractor and Motor Vehicle – On hold.

Workplace Violence – Ms. Gregory has informed the committee that we need to develop a thorough workplace violence policy and the employee awareness training needs to be enhanced.

### **GENERAL INFORMATION:**

Mr. Greene is to ensure that the Bethlehem Library has a first aid kit and an evacuation route.

**Training Update: Coordinator Responder Update** - The committee has not heard any feedback on the safety coordinator/responder training that was conducted. Mr. Williams commented that he did not like the video that we were using because it was too industry related. The committee will further discuss other training tools. A makeup session for the coordinator/responder training will be held on December 5, 2006. We will conduct multiple sessions of first aid, BBP and CPR for our responders. Dates are November 14, November 17, November 21, and November 30<sup>th</sup>. The cost of the training is approximately \$400.00. Each responder will be certified. After training is completed, each responder will be asked to inventory their first aid kits to ensure they have the appropriate supplies at hand. **Employee General Awareness Update** - The committee has “tentatively” scheduled general awareness training for January 9-11, 2007. The committee agrees that in order to make some changes in reducing accidents, we are going to have to change the mindset of safety in everyone. All has agreed that we will include more awareness training pertaining to unsafe acts. Ms. Gregory will prepare this portion of the training for the committee to review. **Departmental Training Update** – This training is “tentatively” schedule for January 22-26, 2007. Ms. Gregory is to contact Ms. Caviness on assistance with training. **Management/Responder/Coordinator Training Update** - the committee agrees that we should have an “unsafe act” training session to include management/responders/coordinators. It is agreed that these people are the backbone of our safety program and we need to get them supporting each other and work towards grooming their mindsets to “think safety.”

### **NEW INFORMATION:**

Ms. Gregory distributed an Emergency Evacuation Questionnaire to all department heads in order to evaluate where each department was on having evacuation procedures in place in the event of an emergency. There are only a couple of departments that do have procedures in place. Mr. Greene and Mr. Bentley have not supplied a completed evacuation questionnaire for their departments. Mr. Williams and Ms. Gregory will work with department heads to develop a departmental plan for emergencies that are within the County Emergency Evacuation Policy guidelines. Once this is completed, departmental training will be conducted. The committee approved the flip charts for the receptionist areas. These will be distributed during EAP training.

The committee discussed the printing of the safety handbooks. Ms. Gregory will check prices with Taylorsville Times, Chamber of Commerce, and Doug Livingston.

Meeting was adjourned. The December meeting is to be assigned in the near future.

Reports on worker's compensation from Sedgwick were reviewed. In summary, for the 2006-2007 fiscal year, we have incurred approximately \$42,000.00 in worker's compensation expenses. From July, 2005 through October, 2006, claims summary by department results in EMS and Sheriff's office having the highest claims. The LAG report shows the timeframe of the employee reporting injuries until the paperwork is received at Sedgwick. The importance of ensuring that we are on target in this area is to reduce monetary penalties for reporting injuries to Sedgwick within 5 days of the date of the accident. Overall results show an improvement in reporting injuries to Sedgwick in a timely fashion. It is of extreme importance that all accidents are reported immediately and paperwork is forwarded to Ms. Gregory. Claims by cause report shows that #1 cause of accidents are due to cuts, punctures, and scrapes with strains ranking #2.

### **DUTIES ASSIGNED:**

#### **Sandra Gregory**

1. BBP policy. Follow-up with Shanna on Confined Space, Powered Ind. Trucks, and Haz. Substances.
2. Create workplace violence policy and enhance training material.
3. Schedule Hearing Conservation training.
4. Prepare unsafe acts training material.
5. Meet with department heads on EAP.
6. Price handbook printing
7. Get CPR training roster from Mr. Earp.
8. Copies of Receptionist flip chart.
9. Notify dept. heads, coordinators, responders of make-up training class.
10. Send Jason copies of detailed inspections sheets.
11. Disburse Evacuation Questionnaires with Mr. Williams.

#### **Russell Greene**

1. Complete accident investigation from Aug. 8<sup>th</sup>.
2. Confirm Bethlehem Library has first aid kit and emergency evacuation route.
3. Complete Emergency Evacuation Questionnaire for EMS.
4. Contact Sheriff on getting Emerg. Evac. Questionnaire completed.

#### **Jason Williams**

1. Review inspections sheet for changes.
2. Assist in developing evacuation procedures for departments.