

SAFETY COMMITTEE MINUTES
December 14, 2006

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

ABSENT: Jason Williams, Existing Industry Utility Director

CC: Rick French, County Manager

ACCIDENT REVIEW UPDATE:

Since our last meeting on November 9, 2006, we have incurred 1 recordable injury and 3 non-recordable injuries. Year-to-Date are 17 recordable injuries and 20 non-recordable injuries (3 lost time).

INCIDENT INVESTIGATION REVIEW:

Mr. Greene reported that the accident investigation from August has been resolved. The appropriate personal protective equipment has been ordered.

Four (4) accidents were reviewed. It has been determined that there are some departments that will need to have back lifting training to help reduce lifting/bending/stooping injuries. One accident was closely reviewed and the committee agrees that no specific resolution is possible due to the nature of the incident. Slip resistant shoes will be reviewed for particular departments.

POLICY UPDATE:

Confined Space – Ms. Caviness states that our confined space area can be considered a life safety issue rather than non-permit confined space. She has directed Ms. Gregory to review OSHA regulation 1910.35 and 1910.36.

Hazardous Substances – The committee has agreed that at times maintenance will be at an exposure risk of asbestos at the Old Whittenburg School. Ms. Gregory will prepare an asbestos policy. All employees with possible exposure to asbestos will need to attend training, including those stationed in the building.

Bloodborne Pathogen - Ms. Gregory preparing.

Electrical and Welding – Mr. Greene preparing.

Contractor/Motor Vehicle – continues to be on hold.

Workplace Violence – Ms. Gregory preparing.

Powered Industrial Trucks – Ms. Caviness states that the landfill equipment will fall in the construction standard regulation. Ms. Gregory is to review the standard for policy and training guidelines.

TRAINING UPDATE:

Safety Coordinator/Responder make-up session will be held on December 20, 2006 from 1:30 – 4:30.

Countywide General Awareness Training will be held Jan. 9-11, 2007. Ms. Gregory has revamped the training material to allow elimination of the video and add more in-depth information on workplace violence.

CPR/BBP/First Aid training has been completed. There are approximately seven employees that did not attend training. Each employee that received CPR/First Aid/BBP training will be offered HEP shots within the next couple of weeks.

Hearing Conservation training is scheduled for the morning of December 20, 2006. All equipment operators at the landfill and groundskeepers in public works will be required to attend training.

Personal Protective Equipment training will be conducted before any PPE is distributed. Mr. Greene has agreed for Mark Earle, Deputy Fire Marshal to conduct this training.

Departmental Training is tentatively scheduled to be conducted January 24-26 for those departments requiring specific training.

OTHER:

Safety Supplies have been received. All responders are auditing their first aid kits for supplies needed. They are to submit their supply list to Ms. Gregory by December 22, 2006. Once information compiled, additional items will be ordered for first aid kits. Mr. Greene is to order kits for the departments that does not have one. These are: DSS, Board of Elections, Cooperative Extension and Soil & Water.

Emergency Evacuation Plan Update: Mr. Williams and Ms. Gregory have disbursed the emergency evacuation questionnaires between them. They are planning to meet with department heads and assist them in preparing emergency evacuation procedures within the county policy requirements. Receptionist quick reference will be distributed upon implementation of this. Mr. Greene is to retrieve the questionnaire from the Sheriff's office.

After Hour Accident Reporting: Ms. Gregory has prepared and distributed an after hour accident reporting procedure notice to those departments that work after hour shifts.

Departmental Inspections: After training general awareness training is completed, Ms. Gregory will work with Mr. Williams on preparing the official checklist for the initial departmental inspection.

Seat Belt Law: Effective 12/1/06, the law requires all passengers in a vehicle to wear seat belts. This will also be required of any employee driving a County owned vehicle or driving their personal vehicle on County time.

Additional Expenses for Safety Items: Mr. Green is to prepare a PO to pay for the First Aid/CPR/BBP training at CVCC in the amount of \$540.00. In addition, Mr. French has approved the Safety Handbook. Mr. Greene is preparing a PO for \$413.00 to cover the cost for the handbooks to be professionally printed. Handbooks will be able to be printed for \$0.92 each.

NEW INFORMATION:

Pending Mr. French's approval, the committee has discussed having a recognition program for the coordinators and responders as well as those that received their certification for CPR/First Aid/BBP. Employees involved, department heads, Mr. French, Safety Committee and Ms. Caviness will be asked to attend. During this session, Ms. Caviness has agreed to attend and conduct a quick safety behavior training session and return at a later date to conduct in-depth training for management, responders, and coordinators. The committee believes that we should keep safety alive by recognizing our key employees for their efforts as well as training people on how to "think safety."

Pending Mr. French's approval, the committee has discussed rotating department heads, responders, and coordinators to attend our monthly safety meeting. This will help to build a team relationship between management, the committee and the responders/coordinators.

During our BBP training, Mr. Josh Mitchell, Solid Waste Supervisor and convenience site workers brought up the concern that Citizens were disposing of needles in plastic drink bottles. He is going to survey surrounding counties to see what they are doing regarding this subject.

Meeting was adjourned and a meeting date for January will be determined at a later time.

DUTIES ASSIGNED:

Sandra Gregory

1. To prepare BBP policy.
2. To prepare Asbestos policy and training material.
3. To review life safety regulations for preparation of appropriate material.
4. Motor Vehicle Policy/Contractor Policy – on hold

5. Create workplace Violence Policy.
6. Review regulations for contractors powered industrial trucks policy.
7. Order first aid supplies.
8. Order copies of handbooks.
9. Complete general awareness overheads and training schedule and request approval From Mr. French.
10. Send out notification of HEP shots.
11. Schedule PPE training with Mark Earle.
12. Complete receptionist quick reference and prepare EAP's for departments with Mr. Mr. Williams.
13. Request approval from Mr. French on recognition program and prepare program Agenda.
14. Request approval from Mr. French on rotating Coordinators/responders/employees/department heads to attend safety meetings.
15. Follow up with Josh Mitchell on needle issue at landfill.
16. Follow up on incident investigation reviews.
17. Prepare agenda for upcoming departmental training.

Russell Greene

1. Prepare PO for CVCC and Safety Handbook.
2. Mark Earle to contact Ms. Gregory on PPE training.
3. Follow up with Sheriff's office on EAP questionnaire.
4. Review Electrical/Welding policies.
5. Order first aid kits for Coop. Ext., Soil&Water, and BOE.
6. Review general awareness orientation overheads and notify Ms. Gregory of approval.

Jason Williams

1. Review overheads for general awareness training and notify Ms. Gregory of approval.
2. Work with department heads on preparing EAP's for their departments.