

SAFETY MEETING MINUTES
December 20, 2007

PRESENT:	SANDRA GREGORY, HR DIRECTOR	RICK FRENCH, COUNTY MANAGER
	BILLIE WALKER, PHN SUPERVISOR	JASON WILLIAMS, ASST. ECD DIRECTOR
	SHANNA CAVINESS, RISK CONSULTANT	SAFETY COORDINATORS
	SAFETY RESPONDERS	

The meeting was opened by Rick French, County Manager. Mr. French thanked the team for a year of success with our safety program.

Ms. Caviness, Risk Consultant presented an overhead presentation. This presentation showed the expenses in worker's compensation over a period of time and how that affected the County financially. She also covered what the safety team had accomplished for 2007, goals for 2008, and conducted some general training in safety inspections. Our number one accident cause is motor vehicle accidents. The department with the highest vehicle accidents is the Sheriff's office. The next highest cause is lifting at EMS.

Ms. Gregory thanked the team for an outstanding job in 2007 and their dedication to our safety program. She thanked them for an outstanding job getting the monthly safety inspections in as well as getting fire drills completed. She stated that we had made great success for 2007 and we were going to become more pro-active in 2008 rather than reactive. To do this, we are going to be implementing departmental goals (goals spreadsheet was distributed and discussed and is available on our website). In addition, we will be focusing on reducing the number of motor vehicle accidents by implementing a "Safe Driving Award." This in turn will reduce our number of property & liability claims. We will be completing our emergency evacuation plans, fire drills, and some minimal training. The meeting was directed towards discussing any questions or concerns the team had. Mr. Hines, ROD stated that there were some security issues in the Register of Deeds Office relating to getting the emergency to sound at 911. Mr. Bunn, Maintenance Supervisor stated that he was receiving quotes on the cost of this. Mr. Hines said that they had been trying to get this corrected for 12 years. Ms. Gregory asked if we were any further than we were 12 years ago getting this issue resolved. Mr. Hines stated very little. Ms. Gregory informed Mr. Hines that she would get with the appropriate people and try to get the issue resolved. Ms. Gregory mentioned the safety committee will be reviewing safety procedures for the Bethlehem Library because they have had a minor situation where an unsafe environment could have existed.

Ms. Gregory mentioned that the Departmental Safety Checklist for each new hire needed to be completed and turned in to her. She stressed that this form was critical in determining what specific training above and beyond general safety awareness was required for the new employee. The 2008 safety meeting schedule was distributed. Mr. Williams informed the committee that for 2008, we will be coordinating fire drills and safety inspections with this schedule. The coordinators and responders were advised that they would need to conduct a fire drill during the 6-month period opposite of when they are scheduled to attend a safety meeting. Also, anyone who has not completed their fire drill and needs assistance should contact a safety committee member.

Everyone was thanked again for a job well done and the meeting was adjourned.