

SAFETY MEETING MINUTES

February 26, 2009

Present: Brad Gates, Risk Management Specialist
Cherry Kilby, Emergency Services Administrative Assistant
Josh Mitchell, Public Administration/ Solid Waste Director

Absent: Sandra Gregory, HR Director
Billie Walker, PHN Supervisor

Guests: Anita Price, Resource Center Director
Pete Bunn, Maintenance Supervisor

MINUTES: Minutes of January meeting were approved as provided.

ACCIDENT REVIEW UPDATE: Mr. Gates briefly reported that a single incident involving two Deputies had resulted in one recordable injury, and one non-recordable injury.

EAP UPDATE: Ms. Kilby provided the committee with two versions of the updated EAP flipchart. Mr. Gates reported that due to concerns over possible misunderstanding, the hostile intruder code had been revised from CODE DOWN BLUE to CODE DOWN BLACK. The revision was included in the the flipcharts presented by Ms. Kilby. Ms. Kilby also noted that a more substantial binding would be needed than on the presented versions. Of the two presented, the Committee preferred the flipchart without a coversheet. The Committee voted to approve the flipchart as presented, and recommends funds be provided for the completion of all required copies. Ms. Kilby will make all necessary arrangements for completion.

Mr. Gates reported the need to meet with the new Chief Jailer, Michael Harrison. The previous Chief Jailer had met with Mr. Gates and Emergency Services Director, Russell Greene about revisions needed to the Jails Emergency Action Plan. Based on a copy of the EAP recently submitted to Risk Management, it is unclear as to whether the revisions were actually implemented by the previous Chief Jailer or if Mr. Harrison has any knowledge of these revisions.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported that many of the same issues appeared regularly during the annual safety inspections, and he would be adding those items to the monthly Safety Coordinator checklists in hopes of reducing their occurrence and increasing awareness. Mr. Gates also reported that a few Safety Coordinators continued to fall behind in their completion of the checklists, and were perhaps uncomfortable with or overwhelmed by this duty. No corrective action was suggested.

Mr. Gates explained the current status of inspection corrections on County leased Property. Mr. Gates and Ms. Gregory have met with County Manager, Rick French about this issue. Mr. French gave direction as to how Mr. Gates was to proceed with these matters on each particular site.

POLICY UPDATE: Mr. Gates informed the Committee that the Electric Work Policy and the Hot Works Policy had been approved by Mr. French, and distributed to the affected Departments for implementation. Training is to be completed as soon as it becomes available through Key Risk.

Mr. Gates gave a brief overview of the status on the proposed Contractor Policy. Mr. French, Ms. Gregory and Mr. Gates recently met with Finance Director, Jennifer Herman to discuss the proposed policy. As a result of that meeting, Mr. Gates is now gathering information from several County departments, as well as from some surrounding counties.

The Committee members present returned their findings from their reviews of the Bloodborne Pathogen Policy. Mr. Gates informed the Committee that he and Ms. Gregory had recently met with Health Director, LEEANNE WHISNANT and EMS Supervisor, BRADLEY EARP about the policy. The main items discussed were the County's responsibility for providing titer tests, and the compatibility of the County Bloodborne Pathogen policy with the policies of Health and EMS. Ms. Whisnant and Mr. Earp will revise their policies as necessary, and provide Mr. Gates with the updated policies.

Mr. Gates distributed copies of the current Confined Space Policy to the Committee members present for their review.

TRAINING UPDATE: Mr. Gates told the committee that he had met with Mr. Earp and Assistant Fire Marshal, Mark Earl to update the County's safety training schedule. Some changes were made to the schedule and the updated schedule has been posted to the County website. Mr. Gates further noted that EMS Ergonomics training is not yet complete, but is ongoing under the supervision of Emergency Services Director, Russell Greene. Also, Qualified Electrician and Hot Works training are scheduled to be completed as soon as the training materials become available. And, new employee orientation is scheduled in March.

DEPARTMENTAL GOALS: Mr. Gates is to work with the department heads to supply rewards in the form of breakfast or lunch for those departments that met their safety goals.

WORKER'S COMPENSATION: No specific claims or updates discussed, except as discussed under accident review.

Mr. Mitchell and Mr. Gates made arrangements to meet Ms. Price and Mr. Bunn immediately after the meeting to conduct the annual inspection of the Dayton Building and Garage

Meeting was adjourned at 2:15 p.m.

The next meeting is scheduled for March 26, 2009 at 9:00 am. The location will be the Administration Building Conference room.