

SAFETY MEETING MINUTES
February 27, 2008

PRESENT: Sandra Gregory, HR Director
Russell Greene, Emergency Services Director
Jason Williams, Asst. ECD Director
Billie Walker, PHN Supervisor

CC: Rick French, County Manager

ACCIDENT REVIEW UPDATE: Y-T-D = 4 injuries (1 of these were recordable/lost time).

INCIDENT INVESTIGATION REVIEW: Shanna Caviness, Risk Control Consultant has agreed to conduct incident investigation training to our management staff and safety coordinators on March 18, 2008 from 10:00 am – 12:00 pm. During this meeting, the safety team will be implementing some new incident investigation procedures. The committee thinks that too much time passes from the date of the accident to the time the safety team investigates the accident. The new guidelines will be: The department head and/or Designee, will investigate the accident immediately, the incident investigation form will be submitted to HR within 24 hours, and the safety team will investigate all accidents Monday – Friday within 24 hours of receiving the incident investigation and within 72 hours for accidents occurring after normal business hours. Exception: For accidents resulting in transporting to the hospital via ambulance, the department head and/or designee shall notify a safety team member immediately. Also, the worker's compensation policy investigation procedures will need to be revised as well as the safety handbook. Incident investigations were reviewed on two accidents. It is the committee's opinion that these accidents were not due to unsafe acts by our employees.

GOALS UPDATE: The EMS/Emergency Management team and Sheriff/Jail/911/Resource Center team are scheduled to have goals reviewed for a three month period which will expire March 31, 2008. As of February 27, 2008, both departments are on target to reach their goal. Ms. Gregory distributed the 2008 safety goals that were discussed at the commissioner's meeting to the safety team members. The goals were as follows: Complete EAP's and evacuation drills by the end of the 1st quarter; Complete departmental training; reduce worker's compensation expenses; reduce departmental recordable, lost time and non-recordable injuries by 50%; reduce the number of motor vehicle accidents countywide; become pro-active versus re-active; implement rewards programs; maintain yearly required training; investigate accidents immediately; reduce property & liability claims; have the #1 safety program in the western region.

EMERGENCY ACTION PLAN UPDATE: Ms. Gregory has ordered some sample flip charts to place at all receptionist's desks. Mr. Williams distributed a poster sample for EAP procedures at our parks. The committee agreed to have these made up on hard plastic and be posted at all of the parks. In addition, those employees working at the parks will be educated on what procedures to take in the event of an evacuation emergency. Convenience site workers will retain a copy of their plan on-site and be educated on what to do in the event of an emergency. Mr. Greene is working with animal control on their EAP. Animal Control's concern was how to evacuate the animals in the event of an emergency. Mr. Greene stated that we should not jeopardize an employee's life for an animal. The committee agreed. Mr. Greene will follow up with animal control regarding their EAP.

SAFETY ISSUES: Defensive driving for the sheriff's office is scheduled during the month of March. Ms. Gregory is going to budget for cell phone mounts and deer whistles for Sheriff's Office cars and EMS. We will sample these on a selected number of vehicles before they are placed on all vehicles. Ms. Gregory discussed other county interpretations and policies regarding space heaters in the workplace. It appears that there needs to be some guidelines on the use of space heaters. The safety team has requested there to be guidelines on office fan use as well. Ms. Gregory will prepare sample guidelines for the safety team to review and discuss at our next meeting.

POLICY AND TRAINING UPDATE: Mr. Greene reported that Ergonomics training is scheduled for March 26th from 1:00 pm – 3:00 pm for the Health Department and EMS employees. Mr. Greene is to evaluate what departments need asbestos training and it will be scheduled to be conducted. Mr. Greene provided a completed policy on Equipment Operations. This policy will serve as the powered industrial equipment policy for the landfill. Ms. Gregory will coordinate training with Mr. Mitchell, Landfill Supervisor.