

SAFETY COMMITTEE MINUTES
March 30, 2007

MEMBERS: Sandra Gregory, HR Director
Jason Williams, Existing Industry Utility Director
Russell Greene, Emergency Services Director – absent

GUESTS: Alan Vanstory
Chris Bowman – absent
Hayden Bentley – absent

CC: Rick French, County Manager

ACCIDENT REVIEW UPDATE: YTD- total of nine (9), seven (7) non-recordable, and two (2) recordable (one being light duty and one being lost time). There has been one (1) citizen accident at the Sheriff's Office.

INCIDENT INVESTIGATION REVIEW: After the safety meeting, the members reviewed the accident investigations and made appropriate recommendations. The committee members along with the guests discussed the citizen accident at the Sheriff's Office. Ms. Gregory is working with maintenance to price a ramp for the doorway at the Jail and the cost of getting the recessed light fixed. There is a walkway in this same vicinity that needs to be blocked off because the walkway has uneven ledges that may create another accident. Mr. Bunn, Maintenance Supervisor is working on getting this blocked off.

POLICY UPDATE: This area is on hold for discussion due to no changes since our last meeting.

TRAINING UPDATE: Mr. Greene is to be arranging for Ms. Caviness to conduct back lifting and ergonomics training for EMS. Ms. Gregory spoke with Ms. Caviness and she is now trained to conduct defensive driving courses for all non-emergency personnel. Emergency personnel will need more in-depth training. Mr. Greene is to get EMS training rosters and material to Ms. Gregory for record keeping purposes. He is to work with the Health department and coordinate their required training during in-service. Mr. Vanstory stated that Renee Williams should have all of the training material and rosters for the Sheriff's Office. Mr. Greene is to work with Sheriff's Office to obtain this information as well. Ms. Gregory reported that we are now conducting a complete new employee orientation program to include general safety awareness. Departmental training for new hires is now in effect.

OTHER INFORMATION: Mr. Greene is to provide Ms. Gregory with masks for the first aid kits. Mr. Vanstory stated that there is a first aid kit in the District Courtroom hallway, but there also needs to be one on the Superior Court side. A work order will be completed for Pete to mount the first aid kit at the Bethlehem Library. Mr. Greene to

verify that the door at the Bethlehem EMS base has been fixed. Mr. Williams is working on the emergency action plans for each building and creating a general inspection sheet. He has asked for Mr. Earle's assistance in getting these tasks completed. Ms. Gregory suggests that Mr. Earle become a member of the safety committee. Ms. Gregory will discuss with Mr. Greene and Mr. French.

REPORTED SAFETY ISSUES: Mr. Vanstory stated that the walking area between the courthouse and the probation area is unsafe due to the traffic in that area. The committee is unsure at this time what to do to resolve this issue, but it will be further discussed. Ms. Warren at the Senior Center contacted Ms. Gregory and stated that she found needles in their restrooms due to the elderly having diabetes. Ms. Gregory will get a Biohazard box for the restrooms at the Senior Center. The Maintenance department was spot checked by Ms. Gregory to ensure that proper PPE was being worn when mowing, weed eating, etc. All were in compliance with the exception of those wearing prescription glasses. Ms. Gregory is to discuss the possibility of the County funding at least a portion of ANSI approved glasses; however, it is not required by OSHA that prescription glasses are to be paid for by the County.

NEW INFORMATION: The 800# number to report accidents was incorrect on the notice that went out to all departments who work after hours. A revised notice showing the 800# to be 877 was redistributed. Mr. French has approved quarterly goals for April through June. This has been distributed to all of management staff as well has handed out with payroll checks. The goals are: No more than six (6) accidents for the quarter, no late reporting accidents for the quarter and no more than \$19,474 in expenses for the quarter. All goals must be met in order for the employees to receive a \$50 cash bonus.

DUTIES ASSIGNED:

Sandra Gregory

1. Complete policies and training material.
2. Order BBP cleaning supplies, safety supplies, anchor points and rope for fall protection, and lockout tagout kits.
3. Audit HEP shot records to ensure that we have proper paperwork available for audit.
4. Complete the citizen accident issue at the Sheriff's Office.
5. Work with Ms. Caviness to schedule defensive driving classes.
6. Complete work order for Bethlehem Library First Aid kit to be mounted.
7. Get Biohazard kit for Senior Center restrooms.
8. Discuss with Mr. Greene and Mr. French being on the Safety Committee.
9. Schedule departmental safety training with Mr. Earle.

Russell Greene

1. Complete all tasks from February 28, 2007 meeting and update Ms. Gregory of the status.

2. Confirm that door at Bethlehem EMS base has been corrected.
3. Get first aid kit put up on the Superior Court side of the courtroom.

Jason Williams

1. Complete EAP's for departments. Would like to have this completed by May 31st.
2. Create an inspection sheet to use for the first detailed inspection of each department. Would like to have this completed by May 31st.