

**SAFETY COMMITTEE MINUTES**  
**April 26, 2007**

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

**GUESTS:** Nancy Faulk, Board of Elections  
Barbara Warren, Senior Center  
Linda Mundy, Board of Elections – absent

**CC:** Rick French, County Manager

**ACCIDENT REVIEW UPDATE:** - YTD = 13 (10 non-recordable and 3 recordable). Since our last meeting, we have had three (3) non-recordable and one (1) recordable light duty/lost time accidents.

**INCIDENT INVESTIGATIONS:** Four accidents were investigated. We continue to have accidents related to lifting. The safety committee is going to apply for a grant through NCACC to assist with the cost of a motorized stretcher. Ms. Gregory has been assigned to complete the recommended actions from the safety committee on all accidents that have occurred since the last meeting.

**POLICY UPDATE:** **BBP** – Ms. Gregory has forwarded to Ms. Caviness for approval and will forward to Mr. French for final approval. **Confined Space** – Mr. Bunn, Maintenance Supervisor brought it to Ms. Gregory’s attention that there were crawl space attics and possibly some other areas within the County that may be considered confined space. Mr. Bunn reviewed OSHA policy and determined that the areas of concern are at the Sheriff’s Office which is at the Jail and a man hole that maintenance periodically has to enter. The crawl space attics were okay because you could walk in them. Ms. Gregory met with Ms. Caviness and another Risk Control Consultant. Per the consultants, we must do a permit required confined space policy and training for both areas. We can test the oxygen in these areas for approximately 6 months and if the levels are within the OSHA approved range, we can change them to non-permit required. **Electrical** – Per Risk Control Consultant, it is not necessary that we have actual training and a full blown written policy on electrical standards. We have one qualified worker in maintenance and two unqualified workers. Each worker should sign a statement that they have received on-the-job training, etc. Ms. Gregory has forwarded an agreement form to Ms. Caviness for approval. Each qualified and unqualified individual must attend lock out/tag out training. Ms. Gregory is planning to close this topic before our next safety meeting. **Hot Work** - Ms. Caviness is reviewing OSHA standards to determine if we need a written policy and training. **Motor Vehicle and Workplace Violence** – these policies remain on hold. **Powered Industrial Trucks** – Mr. Greene has not reviewed this policy. He states that he will have this completed week ending May 4, 2007. **Asbestos** - Mark Earle, Asst. Fire Marshall has completed his courses in Asbestos. He will be certified as an Asbestos

Inspector in the near future. Once that is completed, Mr. Earle will evaluate our areas and prepare the necessary information that we need.

**TRAINING UPDATE: Back Lifting/Ergonomics** – The original plan was to have EMS employees' review an audio back lifting video by BLR, but this audio cannot be used without assigning individual passwords. Mr. Greene is going to work with Ms. Caviness and have training scheduled before the end of June. It was determined that due to the lifting of machines, the Board of Elections should be trained and due to in-home health care at the Health Department, they also have a need for this training. **Defensive Driving** – We continue to have vehicle accidents. Ms. Gregory has recommended to Mr. French that we have Ms. Caviness conduct defensive driving to all non-emergency personnel. Mr. French has not yet approved. **Training records for Health/EMS/Sheriff's Office** - This was previously assigned to Mr. Greene. He does not have this information at this time, but agreed to obtain this by week ending May 11, 2007. The health department records will not be available until after their in-service in May. **First Aid/CPR/BBP** – There are approximately three responders that have not received training in these areas. Ms. Gregory will see if there is anyone else that needs training and will try to work this in the next EMS or Health Department course.

**OTHER INFORMATION:** Mr. Green reported that the first aid kit for the superior side of the courtroom has not been installed as of 4/26/07. He stated that the door at the Bethlehem base has been corrected. Ms. Gregory reported that the first aid kit at the Bethlehem Library has been sent and she will send Maintenance to install it. Ms. Gregory reported that all first aid kit supplies have been completed excluding Benzocaine. She has had difficulty finding this. Mr. Greene reported that Mr. Earp, EMS Director should have a supply. The committee agreed that we will only provide this to the departments that are outside on a regular basis for bee stings. Ms. Gregory located a minimal first aid supply checklist on the OSHA website. The list was reviewed. Mr. Greene stated that he thought this only applied to logging industries. Ms. Gregory stated that we had almost everything on the list with the exception of CPR masks and a blanket. The committee agreed that we should have CPR masks in all kits. Mr. Greene will talk with Red Cross and get some ordered. Nancy Faulk, BOE representative stated that they needed some supplies for their first aid kit. Ms. Gregory gave her a first aid supply audit sheet. She should complete this and send to Ms. Gregory for supplies. Mr. Greene is to send the first aid kit for the garage back to the garage. Mr. Williams stated that Economic development needed a first aid kit. Ms. Gregory will get that to him.

The safety committee has requested another member. Mr. French recommends that we get this person from one of our larger departments. His request is to pull from the Health Department because of the size and the health background being an asset to the committee. Mr. Greene talked with Ms. Whisnant, Health Dept. Director. Ms. Gregory will follow up.

Mr. Williams has completed two departmental EAP's and has submitted inspection sheets to the committee for review. While these projects have been ongoing since November, 2006, Ms. Gregory stated that these two areas are what have to be completed in order for

us to complete our safety program for the full discount on insurance premiums. We must have this completed before next year's audit.

**SAFETY ISSUES:** Ms. Warren, Senior Center representative stated that the Sharp's container was received for the restrooms at her facility. Ms. Faulk, BOE representative stated that they needed MSDS sheets on paint in their building. Ms. Gregory asked her to contact Mr. Bunn. If he doesn't have this, she can get them on-line. She was asked to send Ms. Gregory a copy for the master file.

Ms. Gregory stated that Mr. Bunn has spoken with the custodian at the court house and they have stopped mopping during high traffic areas in order to prevent any citizen accidents due to slippery floors.

**NEW INFORMATION:** Ms. Gregory discussed the issue of the county paying for a portion of prescription safety glasses. The committee stated that we should pay for any costs above and beyond the cost of regular glasses. There are some maintenance employees that are not wearing safety glasses over their glasses because they fog up. Ms. Gregory will get prescription glasses procedures in order and request approval from Mr. French.

Mr. Greene has requested a report on the expenses of lifting accidents at EMS for 2006 and 2007. He would like to compare this to the cost of an automatic stretcher.

Ms. Gregory reported on the status of our goals. Our goals began April 1<sup>st</sup>. As of April 26<sup>th</sup>, we are more than on target with the cost of injuries and late reporting, but we have had four (4) accidents reported against a goal for the quarter of no more than six (6). Ms. Gregory will get this communicated to employees for the month of April.

Ms. Gregory reported worker's compensation total expenses for 2005/2006 calendar year and 2005/2006 fiscal year. Based on calendar year expenses, in 2005 total cost was \$278,015 and 2006 was \$116,000. Motor vehicle accidents, slip/trip/falls, and lifting were the highest type of accidents. Based on fiscal year, 7/1/05 – 6/30/06, total expense was \$364,474 and 7/1/06 – 3/31/07 was \$10,987. The premiums are based on a three year fiscal year. We will not see a reduction in premiums until the 2005 and 2006 years roll off. But if we keep up the good work, we should see a huge decrease within a 2-3 year timeframe. Looking at the 7/1/06 fiscal year at \$10,987, it really shows that our hard work on safety is paying off.

Ms. Gregory is working on submitting the safety rules to the North Carolina Industrial Commission. This will allow for reduced worker's compensation benefits if it is deemed that the employee violated a safety rule.

Ms. Faulk, BOE representative stated that they leave the back door unlocked at all times unless one is there by themselves. The safety committee stated that for safety purposes, the door should remain locked at all times.

## **DUTIES ASSIGNED:**

### Sandra Gregory

1. Complete incident investigations on accidents.
2. Complete BBP policy, confined space, hot works and electrical policies.
3. Work on motor vehicle and workplace violence policies.
4. Prepare list of those needing BBP, First Aid, CPR.
5. Get MSDS sheets from BOE on paint.
6. Follow up with Rick on defensive driving training.
7. Maintenance to install first aid kit at Bethlehem Library.
8. Prepare prescription safety glasses process and request approval from Rick.
9. Contact Leeanne on safety committee member.
10. Communicate goal results to employees.
11. Reports on 2006/2007 lifting expenses at EMS for Mr. Greene.
12. First aid kit for economic development.
13. Get 8 benzocaines from Mr. Earp for first aid kits.
14. Get first aid supplies needed to BOE.
15. Submit safety rules to NCIC.

### Russell Greene

1. Complete powered industrial trucks and asbestos policy.
2. Schedule back lifting/ergonomics training by the end of June with Ms. Caviness.
3. Obtain training records and guidelines of training from sheriff, EMS, and health department on BBP, CPR, First Aid, PPE, HazCom, and Respiratory.
4. Get first aid kit mounted on superior side of courtroom.
5. Order mouth pieces for first aid kits from Red Cross.
6. Compare cost of lifting expenses for 2006/2007 to cost of automatic stretcher.
7. Get first aid kit back to garage.

### Jason Williams

1. Continue completion of EAP's for each department.
2. Prepare final draft of departmental inspection sheet for initial inspection (I believe the monthly inspection sheet for departments has been completed).