

SAFETY MEETING MINUTES

April 28, 2010

Present: Sandra Gregory, Human Resources Director
Cherry Kilby, Emergency Services Administrative Assistant
Greg Foster, 911 Communications Manager
Brad Gates, Risk Management Specialist

Absent: Josh Mitchell, Public Administration/ Solid Waste Director

Guests: Jon Presnell, Parks and Recreation Director
Jody Marshall, Recreation Coordinator
Seth Harris, Building Development Coordinator
Luther Stocks, Tax Administrator
Doug Fox, GIS Technician/Appraiser
Phalbe Henriksen, Library Director
Russell Green, Emergency Services Director

MINUTES: Minutes of the January meeting were approved as provided.

ACCIDENT REVIEW UPDATE: Sandra Gregory reported that we had twelve injuries thus far in calendar year 2010. These injuries are six recordable, and 6 non-recordable, with zero lost time injuries, and two light-duty assignments. One 2010 injury still has the potential to become a lost-time injury. Ms. Gregory also stated that we still have two lost time injuries out from calendar year 2009.

WORKER'S COMPENSATION: Ms. Gregory gave an accounting of the April 22nd Claims Trend meeting with our workers compensation insurance provider, Key Risk. Ms. Gregory was happy to report that our premiums are like to remain unchanged for the next policy period.

According to Ms. Gregory, we had 83% of all claims filed within three business days, which is down from 89% in FY 08/09, but still a high percentage compared to other local government groups with the same carrier. It was determined that one potential cause for this decrease in on-time reporting may be due to the insurance company's claim center telling our employees they don't need to file the claim if no injury has occurred; this is not consistent with our policy. We did have more money spent on claims so far this period, versus the same period last year (\$90k vs. \$55k). A large percentage of new claims expense were from slip and fall, and vehicle accidents due to the excessive icing this winter. The majority of accidents reported involved no injuries.

Ms. Gregory pointed out that we need to return safety to the forefront of employee thinking, so we can maintain high standards in safety and loss prevention.

EMERGENCY ACTION PLAN: Cherry Kilby brought the group up to date on the EAP flip-charts. Ms. Kilby reported that she now has help in her department, which will give her more time to work on completing the flip-charts. She also reported that she has most of the materials, but will be short on some laminating supplies. Ms Kilby gave an "at latest" completion date of May 21st. Ms. Gregory offered to pay for the necessary supplies out of the Human Resources safety budget.

DEPARTMENTAL GOALS: Ms. Gregory explained that with the budget reductions, it is no longer possible to offer meals or similar rewards to departments for meeting their safety goals. The committee had decided rather than drop the acknowledgement altogether, it would be best to offer some recognition to departments for their safe work practices. Ms. Gregory asked the safety committee to approve a column in the Wellness Newsletter for this purpose. The committee agreed unanimously, and Ms. Gregory agreed to take responsibility for these updates.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported that the committee had performed the January thru April Annual Safety Inspections as scheduled, with he and Josh Mitchell having inspected the Convenience Centers. Mr. Gates said in his opinion, the sites showed a great improvement over previous years, with only the Health Department having a large number of new and unresolved issues. He noted that some items were not corrected due to the large number of projects currently facing Public Buildings, and the lack of available funds. Mr. Gates went on to say most of the projects were nearing completion, and the Maintenance personnel should have more time to devote to outstanding issues in the near future.

POLICY UPDATE: Mr. Gates distributed several policies for review by the committee. Ms. Gregory asked that the policies be distributed on a monthly basis, rather than in one large group at the quarterly meeting. Mr. Gates agreed to distribute the policies to the committee, monthly.

Phalbe Henriksen brought up her concern over concealed weapons and the content and enforcement of the County's weapons ordinance. Much discussing ensued as to laws and proper reporting procedures. It was determined that law enforcement should be contacted for any violations of the ordinance. The Committee agreed to look further into the actual content of the weapons ordinance.

TRAINING UPDATE: Per Mr. Gates, New Employee Orientation, Asbestos Awareness training, and Personal Protective Equipment training are all scheduled in May. Notices have been sent to the affected employees and their supervisors.

Also addressed, was employees not completing schedule required training. There was discussion about some departments working shift that made attendance difficult, and the committee is trying to devise ways of working around that. Last year, County Manager Rick French sent a memo informing employees that missing required training would not be tolerated. Ms. Kilby said she had tracked her training memo emails, and found that a large number of them get deleted without even being opened by the addressee. The committee decided to explore new avenues toward improving attendance at training sessions, but will inform Mr. French that the issue still remains.

OTHER: Mr. Gates mentioned that the County had some added responsibilities with newly acquired or expanded buildings. The Committee agreed that special attention needed to be paid to Emergency Services, Bethlehem Library, and the re-occupation of the south end of the Dayton Building. Also of concern, and needing further review are buildings owned by the County, but occupied by others, and properties owned by the Economic Development Corporation. The committee will look into these issues, and address it again at the July 29th meeting.

Meeting was adjourned at 10:25 a.m.

The next meeting will be Thursday, July 29th, at 9:00am