

# SAFETY MEETING MINUTES

## April 30, 2009

Present: Sandra Gregory, HR Director  
Brad Gates, Risk Management Specialist  
Josh Mitchell, Public Administration/ Solid Waste Director

Absent: Cherry Kilby, Emergency Services Administrative Assistant  
Billie Walker, PHN Supervisor

Guests: Linda Mundy – Director, Board of Elections

**MINUTES:** Minutes of March meeting were approved as provided.

**ACCIDENT REVIEW UPDATE:** Mr. Gates reported that an incident involving a fall at the Landfill was neither a recordable nor workers' compensation claim. The incident was removed from the OSHA Log. Ms. Gregory directed Mr. Gates in how to proceed in the final disposition of this case.

**EMERGENCY ACTION PLAN:** The EAP Flipchart discussion was tabled, due to Ms. Kilby's absence. The EAP update for the jail is still on hold pending scheduling a meeting between Mike Harrison – Chief Jailer, Russell Green – Emergency Services Director, and Mr. Gates. The meeting will be scheduled in the near future.

**DEPARTMENTAL GOALS:** According to Mr. Gates, the rewards from the most recent safety goal session have all been completed.

Ms. Gregory still plans to have the new Departmental Safety Goals established in July. While conceding that zero safety incidents was the proper expectation, Mr. Mitchell raised the discussion as to the goals being unrealistic for some departments, and that unreachable goals may be detrimental to the effectiveness of the rewards program. Ms. Gregory will look into the possibility of modifying the goals of certain departments with higher than average risk.

Mr. Gates asked the committee to consider including completion of required safety training in the future goals.

Final goals will be left to Ms. Gregory's discretion.

**SAFETY INSPECTIONS UPDATE:** Mr. Gates and Mr. Mitchell reported the findings from the March inspection of the Convenience Centers at 16 South, Bethlehem and Ellendale. The main concern from those inspections was some issues with electrical wiring. The suspect wiring, according to Mr. Mitchell, has now been replaced.

Ms. Gregory inquired as to the current status of all repairs of items noted on annual and monthly inspection reports. Mr. Mitchell raised a concern that the sidewalk heaves at Administration had not yet been repaired, and presented problems this past weekend during a special event. Mr. Gates said he intends to meet with Pete Bunn of Maintenance as soon as time allows, and discuss correction progress.

**POLICY UPDATE:** Ms. Gregory suggested a meeting of the Contractor Policy committee be postponed until after the new fiscal year begins in July due to the large amount of attention currently needing to be devoted to the budget. The Contractor Policy will be tabled pending that meeting.

Mr. Gates confirmed that the Confined Space Policy update had been completed and placed on the County website.

Mr. Gates reported that he had received the updated Bloodborne Pathogens Policy from Bradley Earp at EMS. The updated Health Department has not yet been received. The Countywide policy will be updated after the Health Department policy is received by Risk Management.

Ms. Gregory and Mr. Gates have completed their reviews. As soon as all reviews of the Fall Protection, Fire Extinguisher, and First Aid policies are received from committee members, Mr. Gates will complete the update of these policies.

**TRAINING UPDATE:** Mr. Gates reported that he had received confirmation of respirator fit testing from both the Health Department and Emergency Service, but was not yet sure if the testing was complete for all affected employees.

New Employee Orientation was again postponed due to scheduling conflicts. Ms. Gregory will reschedule the training to a date in May or June.

Mr. Gates received rosters from Mr. Earp on training completed in Bloodborne Pathogen. The next scheduled training will take place in June.

Mr. Gates has scheduled annual Hearing tests for five employees with Priscilla Carrigan, of Family Medicine Associates. The tests are scheduled for Wednesday, May 6<sup>th</sup>.

Mr. Mitchell presented discussion to separate some training for individuals uncomfortable with some of our current training curriculums. Mr. Mitchell and Mr. Gates will discuss feasibility of this with the affected training instructors.

**WORKER'S COMPENSATION:** No new Workers' Compensation claims were filed since the March meeting. Some discussion was made of the current year's claims as compared to last year for the same time span. No documentation was available at the meeting to make an accurate comparison.

**OTHER:**

Mr. Gates reported a request to equip all County vehicles with First Aid kits. According to Ms. Gregory, many of the vehicles had already been issued first aid supplies. Mr. Gates will work to obtain the needed supplies through existing inventory or donations. Mr. Mitchell will work with the County Garage staff to update or supply kits in vehicles during regular scheduled maintenance.

Meeting was adjourned at 10:35 a.m.

The next meeting is scheduled for May 28, 2009 at 9:00am in the Administration Conference room.