

**Safety Committee Meeting Minutes  
May 25, 2006**

PRESENT: Sandra Gregory, H.R. Director  
Russell Greene, Emergency Services Director  
Doug Gillispie, EMS Training Officer

CC: Rick French, County Manager

**Incident Investigation Review:**

Mr. French has approved the committee minutes and safety policies to be posted on our web-site; however, we cannot expose the specifics of the accidents in our minutes for confidentiality purposes. The committee agreed to discuss incident investigations in general and begin reporting on total recordable injuries, lost time, light duty and near miss accidents. The committee discussed one incident investigation on an employee accident and one on a citizen accident. Mr. Green will check into a couple of possibilities to resolve these type injuries from re-occurring.

**Recordable Injury/Lost Time/Light Duty/Near Miss Accident Update:**

Ms. Gregory defined a recordable injury as an injury that needed more than basic first aid treatment. When an injury becomes recordable, it increases our worker's compensation expenses and we are also required to log such injuries on the OSHA 300 log. When logging on the OSHA 300, it puts us more in OSHA's spotlight because we have to report these accidents to OSHA every year. When injuries become lost time that means the doctor has written the employee out of work or we have no light duty work available. When injuries become light duty that means that the doctor has restricted the employees regular work activities. The light duty and lost time injuries are also required to be logged on our OSHA 300 log and this also aids in increasing our worker's compensation expenses. A near miss accident is defined as those accidents that no specific injury occurred or the employee only required first aid. Since January 1, 2006, we have had six (6) recordable injuries with two (2) of these being light duty and none being lost time and six (6) near miss accidents.

**Old Business:**

Mr. French is reviewing the **Hazardous Communications** policy for approval. Material Safety Data Sheet books are completed for all departments with the exception of the Sheriff's Office and Chris Bowman has reported that they are still working on gathering MSDS's. Each committee member is watching the new Safety on Alert video to determine if this will cover the required Hazardous Communications training. Ms. Gregory reported that from her observation of the video, it did not cover enough information regarding Hazardous Communications, but if some overheads are included,

that should cover the required training. Mr. Greene and Mr. Gillispie will provide their opinion of the video after reviewing.

Mr. Greene reported that **Fire Extinguisher training** is scheduled for June 8, 2006. Mr. J. Williams, Assistant Fire Marshal will conduct this training. All safety coordinators and responders are required to attend. The training is also open for any employees who are interested. The **Emergency Action policy** and the flip chart for receptionists desks should be completed within the next couple of weeks. The evacuation routes are scheduled to be posted in all buildings by June 19, 2006. Mr. Greene will forward **Fire Extinguisher policy** and training guidelines to Ms. Gregory.

Mr. Greene reported that he has the policy for **electrical training**. Mr. Greene is seeking training material for the qualified and unqualified worker. It appears that the only qualified departments that need training are inspections and maintenance.

Mr. Gillispie reported that CPR certification for the responders is going to be too expensive. Ms. Gregory is to contact risk control consultant to see if certification for CPR is required by OSHA standards. If it is not required, we will conduct training in-house. Mr. Gillispie is to forward policies on **CPR/BBP/First Aid** to Ms. Gregory for formatting and approval process. Mr. Gillispie reported that we need 17 new first aid kits and all kits need to have medicine removed and stocked with appropriate supplies and bloodborne disposals. Ms. Gregory is to find out whether or not OSHA requires first aid kits to be freely accessible to employees or not. If not, all first aid kits will be under lock and key. This project has been scheduled to be completed by June 30, 2006.

Mr. Gillispie will complete the departmental assessment sheets for the **PPE** policy as requested by the risk control consultant. Mr. Gillispie will verify that all recommended changes have been completed in the PPE and will forward to Ms. Gregory for the approval process. Training for PPE will be conducted with BBP/First Aid/CPR training. Ms. Gregory stated that Safety Alert video is appropriate for general awareness, but is not in depth enough for safety responder training. Mr. Greene reported that six (6) vests for maintenance PPE will be purchased. He will get these on order.

Mr. Gillispie has been asked to revise the **Respiratory** policy and **Fall Protection** policy to include the departments that are effected as well as what the training will consist of. These are to be forwarded to Ms. Gregory and Mr. Greene for review. Fit testing has been completed for the appropriate departments. Mr. Gillispie is to prepare a signature form for all who are trained and forward to Ms. Gregory for record keeping purposes.

**Confined space** policy and training material is still being discussed. It appears that if we do not have any confined spaces on our property that we only have to make rescue employees aware that if there is a rescue involving a confined space area, the fire department should be contacted and they should not enter. The Dayton building is in question as to whether or not it is considered confined space. Ms. Gregory is to ask risk control consultant to make this determination. All work done on the compactor at the landfill is contracted out. Policy must state something regarding contractors working in confined spaces.

It appears that the only noise level that could require **hearing conservation** training is at the landfill. Ms. Gregory will discuss with risk control consultant.

The committee agreed to use a detailed **safety inspection** checklist for the initial inspection. This checklist will determine the specifics of each department. Based on risk control consultant recommendation, the committee decided to conduct an extensive yearly audit and a user friendly audit each quarter.

### **New Business:**

The anticipated schedule to begin safety training was discussed. Plans are to begin department head meetings and safety coordinator/responder meetings/training in June. New employee orientation, county-wide awareness training and departmental training projected to begin in July. Ms. Gregory provided a safety handbook, worker's compensation agreement form, general safety awareness agreement form and departmental training agreement form to be covered with all new hires. This process will ensure that the employee is fully aware of what our safety rules are. Once all rules are in place, a list will be forwarded to the North Carolina Industrial Commission. It was recommended that Mr. Greene and Mr. Gillispie review these rules prior to requesting approval. Mr. Greene stated that we needed to review the expense of what we may be required to furnish for the employees before complete implementation. The committee agreed.

The assignment of other policies and training material were distributed. These are: Lockout/Tag out, Specifications of accident prevention signs and tags, Safe operating procedures/multi-single piece rim wheels, Powered industrial trucks, Welding, cutting, and brazing general requirements, Oxygen-fuel gas welding and cutting, Arc welding and cutting, Toxic Hazardous Substances (lead). We will be prepared to report on this information at our next meeting.

Ms. Gregory introduced several new policies that need to be reviewed by the committee prior to requesting approval from Mr. French. These are: Housekeeping policy, Vehicle Policy, Office Safety Policy, Cell Phone Policy and Slip/Trip/Fall Policy. These will be discussed further at our next meeting.

Our next meeting will be held on June 8, 2006 at 1:30 at the Administration Office.

### **Duties Assigned:**

#### **Sandra Gregory**

1. Contact risk control consultant regarding: first aid boxes under lock and key, Dayton building being considered confined space, noise level at the landfill, CPR certification OSHA requirement, define Toxic and Hazardous Substances (lead) requirements, what needs to be in records regarding contracted safe operating

- procedures for multi-single piece rim wheels and define powered industrial truck training.
2. Follow up on approval for Hazardous Communications policy with Mr. French and Sheriff office MSDS's.
  3. Request approval on PPE/First Aid/CPR/BBP/Fire Extinguisher/Emergency Action/Respiratory/Fall Protection policies once forwarded by Mr. Greene and Mr. Gillispie.
  4. Make changes to safety handbook and policies recommended by safety committee and request approval from Mr. French.
  5. Follow-up with Sheriff's Office on providing names of coordinators/responders.
  6. Prepare confined space policy.
  7. Insert pictures of accident prevention signs and tags for handbook to cover OSHA policy requirements.

### **Doug Gillispie**

1. Forward First Aid/BBP/CPR policies to Ms. Gregory.
2. Complete assessment forms for PPE policy and forward policy to Ms. Gregory.
3. Make necessary changes to Fall Protection and Respiratory policy and forward to Ms. Gregory.
4. Forward signature forms on fit testing for Respiratory policy to Ms. Gregory.
5. Get first aid kits stocked and mounted by June 30th.
6. Schedule First Aid/CPR/BBP/PPE training.
7. Review safety handbook and policies and provide feedback to Ms. Gregory.

### **Russell Greene:**

1. Forward Emergency Action policy and Fire Extinguisher policy to Ms. Gregory.
2. Complete electrical policy and training material.
3. Get vests for maintenance ordered.
4. Check on resolutions regarding two incident investigations discussed.
5. Get maintenance to hang emergency action evacuation routes in each department by June 19<sup>th</sup>.
6. Provide Hazardous Communications training material to be included with the video to complete training requirements.
7. Prepare lockout/tagout policy and training.
8. Review safety handbook and policies and provide feedback to Ms. Gregory.
9. Forward Fire Extinguisher policy/training guidelines to Ms. Gregory.