

SAFETY MEETING MINUTES
May 29, 2008

Present: Sandra Gregory, HR Director
Russell Greene, Emergency Services Director
Jason Williams, Asst. ECD Director
Billie Walker, PHN Supervisor

ACCIDENT REVIEW UPDATE: Y-T-D = 20 accidents (1 of these were recordable/lost-time.) Departmental accident count is EMS-4, Animal Control-6, DSS-2, Sheriff's Office-6, Garage-1, and Transportation-1. At the end of 2007 we had approximately 50 accidents. If we continue in the direction we are going, we may complete this year with less accidents than last year. All accidents have been investigated. The pending investigation referencing Animal Control wearing gloves when handling cats has been resolved. Ms. Whisnant has implemented this.

DEPARTMENTAL GOALS: EMS and Sheriff's Office goals will be reviewed the first week of July. The goals for the Maintenance Department, Landfill, and Recreation are also due to be reviewed the first week of July.

EAP UPDATE: All yearly fire drills from Jan. – May have been completed. We have not received an EAP from the Sheriff's Office. Mr. Greene and Mr. Williams are to meet with the sheriff's office to discuss formal procedures for an evacuation procedure for this building which will include the Courthouse, Clerk of Court, Jail, Sheriff's Office and 911.

SAFETY INSPECTIONS: The Animal Control Department is the only department that has not been inspected as scheduled for 2008. Russell Greene and Jason Williams will complete this during the first week of June. Ms. Gregory reminded the committee that we needed to make sure to complete a documented fire drill during the yearly inspection.

TRAINING UPDATE: We will table the ergonomics training for EMS until after July 1, 2008 due to the county transitioning to a new worker's compensation insurance carrier. After the transition, contacts will be made with the representative to schedule training. CPR/BBP recertification is scheduled for July 18, 2008. The new employee orientation safety training scheduled for June 18, 2008 will be rescheduled for a later date.

POLICY UPDATE: The three policies that are still incomplete are powered industrial trucks and workplace violence. Ms. Gregory has distributed the PPE sheets to the department heads for review. They are due back in to HR by June 13, 2008.

OTHER: Effective July 1, 2008, we will be transitioning our worker's compensation away from the NCACC group pool to Key Risk. The County will have a substantial savings, smaller deductible, and Key Risk guarantees services equivalent to what we have received with NCACC. Ms. Gregory commented that we were going to miss Ms. Caviness and that she had done an exceptional job helping us to get the safety program off of the ground. She is great and we

couldn't have survived without her. Key Risk will be coming in early July to complete an audit on our safety program and assist us in setting up future goals in order for the safety program to excel to the next level. Our property and liability will remain with First Security with no increase in premiums.

The meeting was adjourned with an agreement that the monthly meeting time would start at 9:00 am from this point forward. Our next meeting is scheduled for June 26, 2008 at the Library.