

SAFETY COMMITTEE MINUTES
June 8, 2006

PRESENT: Sandra Gregory, Human Resources Director
Russell Greene, Emergency Services Director
Doug Gillispie, EMS Training Officer

CC: Rick French, County Manager

INCIDENT INVESTIGATION REVIEW:

There has been **one citizen** accident since our last meeting. The committee agreed that there is no corrective action that can be taken to this type of accident due to it resulting in unsafe behavior by citizen. Mr. Greene stated that he had not had the opportunity to follow up on the two work related injuries that were discussed in our last meeting. The accidents were reviewed again and Mr. Greene assured the committee that he would have a response before our next meeting.

EMPLOYEE WORKER'S COMPENSATION RECORDABLE INJURY/LOST TIME/LIGHT DUTY/NEAR MISS ACCIDENT UPDATE:

Ms. Gregory reported an update on injuries since the last committee meeting: 0 recordable injuries, 0 lost time/light duty injuries, 0 near miss injuries. This is an excellent report! We need to keep up the good work!!! Thanks to all of the employees for working more safely!!!!

STATUS OF POLICIES/TRAINING MATERIAL:

Hazardous Communications – Mr. French has approved. Committee has watched the Safety on Alert video and all agree that Hazardous Communications is not covered as well as we would like, so Mr. Greene is reviewing some presentations to include with the video.

First Aid & CPR /Fire Extinguisher/BBP Policies and Training - Ms. Gregory made some additions to the initial First Aid & CPR and Fire Extinguisher policies to comply with NCACC's standard requirements and the policies have been reviewed and approved by Risk Control Consultant. Mr. Gillispie and Ms. Gregory have also approved the policies. Mr. Greene is to review and provide feedback to Ms. Gregory. Once that is completed, Ms. Gregory will request approval from Mr. French. Fire Extinguisher policy needs to be reviewed by Mr. Greene and then it will be forwarded to Mr. French for final approval. Mr. Jason Williams, Deputy Fire Marshal/Emergency Services Coordinator conducted fire extinguisher training with all safety responders. Records are documented and in Ms. Gregory's possession.

Mr. Gillispie provided formal BBP policy to Ms. Gregory. Ms. Gregory requested that Mr. Gillispie closely review the policy to ensure that his training procedure covers **all**

procedures as stated in our policy. Mr. Gillispie and Mr. Greene stated that the policy was a general policy and the Sheriff's Office, EMS and Health Department have a more in depth training level. Ms. Gregory stated that if there are departments that require more in depth training, we should also have that documented and covered in our policy or attach these policies with the general policy. The committee agreed and Mr. Gillispie will re-evaluate the policy for accuracy and forward to Ms. Gregory. BBP/First Aid/CPR training for responders is projected to be completed by the end of June. It has been determined that if any of the responders can provide documentation showing that their BBP/First Aid/CPR training is current, they will not be required to attend.

Emergency Action Plan/Quick Reference Policy/Training Update - Ms. Gregory is ensuring that EAP policy provided by Mr. Greene covers all NCACC requirements as well as ensuring that the quick reference emergency information chart and EAP policy marry up. Mr. Greene is to provide Ms. Gregory with procedures for power outage emergencies as required by NCACC and copies of all emergency evacuations for each department. Once completed, Ms. Gregory will begin the approval process that consists of committee approval, NCACC approval and Mr. French final approving authority. Mr. Greene reported that the posting of evacuation routes in each building is currently being done and will be completed by June 19, 2006.

PPE Policy/Training Update- Before we can finalize this policy, Mr. Gillispie will complete the PPE Assessment Sheet for each department as provided by NCACC. Once completed, the approval process will begin.

Respiratory Policy Update- Mr. Gillispie is to provide Ms. Gregory with a more detailed policy stating what departments require this training, specific purpose of policy and specific training guidelines. Once received, Ms. Gregory will compare with NCACC guidelines and will proceed with approval process. Ms. Gregory is waiting on documentation regarding who has been fit tested. A list of these employees will be appropriate, but in the future, we need to have a form with the employee's signature on it stating that they have received fit testing training.

Fall Protection Policy- Mr. Gillispie is to provide a more detailed policy stating what departments require this training, specific purpose of policy and specific training guidelines.

Electrical Training Policy – Mr. Greene misplaced sample policy. Ms. Gregory to forward to Mr. Greene again. Mr. Greene stated that the Safety on Alert Video covers the unqualified electrical training for all employees and he is working on training material for qualified employees.

Lock/Out – Tag/Out Policy – Mr. Greene gave Ms. Gregory policy. She is to review for NCACC requirements and begin the approval process.

Confined Space Policy/Hearing Conservation Policy – NCACC Risk Control Consultant to meet with Mr. Greene on June 13, 2006 to evaluate a possible confined

space area at the court house. If deemed as confined space, we will have a small crew that will require training; therefore, a detailed policy will be required. If it is not deemed as confined space, we will need general statement policy stating there are no confined spaces. Ms. Gregory will await this determination before completing the policy/training material. The Risk Control Consultant to also evaluate the Landfill for noise level on June 13th. Once this identified, Ms. Gregory will determine whether or not we need a policy.

Toxic Hazardous Substance Policy – Mr. Greene will review the defining of this policy with the information provided by NCACC. It will then be determined if a policy is required.

Accident Signs/Tags Update – Ms. Gregory reported that until we conduct a formal detailed inspection on each department, we will not be aware of what signs employees need to be aware of. The committee agreed. Once this determination has been made, pictures of various signs are to be included in the safety handbook as well as new employee orientation.

Cell Phone/Housekeeping/Office Safety/Motor Vehicle Policy – The committee has approved each of these policies excluding the Motor Vehicle Policy. Ms. Gregory needs to remove the fleet management procedures due to lack of manpower to manage this. She will forward to safety committee for re-evaluation. NCACC is currently reviewing all other policies. Once approved, they will be forwarded to Mr. French for final approval.

General Contractor Policy: The committee was in question as to whether we needed policies for contracted work. Ms. Gregory received a General Contractor Policy from NCACC for this purpose. She will review and forward to the safety committee.

NEW INFORMATION/GENERAL INFORMATION:

Ms. Gregory reported that she has not received names from the sheriff's department to be assigned the duties of safety coordinator and safety responder. Mr. Greene will talk with the Sheriff regarding this.

It has been determined that the first aid kits must be readily available for access to all employees. Mr. Gillispie should get all current first aid boxes stocked and mounted by the end of June. Mr. Greene is negotiating prices for 12-13 additional first aid kits.

Mr. Greene reported that maintenance has been provided vests and more will be ordered.

Mr. Greene reviewed OSHA training and recommended Ms. Gregory attend Safety Inspections training course in August. Ms. Gregory will seek approval from Mr. French.

Ms. Gregory reported that the safety handbook was currently being compared against our policies to ensure that the basics on all of our safety policies are mentioned. She

recommends that the safety handbook be completed after all policies have received final approval from Mr. French. The committee agreed.

Mr. Greene questioned where the safety budget was going to be stationed. He will discuss with Mr. French.

Our next meeting will be held on June 29, 2006 at 1:30 pm.

DUTIES ASSIGNED:

Sandra Gregory

1. Schedule First Aid/CPR/BBP training after BBP policy approved. Project to complete by end of June.
2. After BBP received, review and begin approval process.
3. EAP/Quick Reference Guide – review and begin approval process.
4. Forward Electrical Training policy to Russell.
5. Lockout/Tag Out – review and begin approval process.
6. Revise motor vehicle policy forward to committee.
7. Request approval from Mr. French on cell phone/housekeeping/office safety policies after NCACC approval.
8. Request Mr. French's approval on First Aid/CPR and Fire Ext. policy after NCACC approval.
9. Review General Contractor policy and forward to committee for review.
10. Safety Handbook – review for policy comparison.

Doug Gillispie

1. Review of BBP policy for details stated in safety minutes under First Aid & CPR/Fire Ext./BBP Policies Training Section.
2. Complete departmental PPE Assessments and include with PPE policy. Forward to Ms. Gregory.
3. Revise Respiratory policy and forward documentation on training to Ms. Gregory.
4. Revise Fall Protection policy and forward to Ms. Gregory.
5. First aid kits stocked and mounted by end of June.
6. Request approval to attend safety inspection training.

Russell Greene

1. Provide hazardous communications overhead presentation to include with new employee training.
2. Review of electrical training policy and forward to Ms. Gregory
3. Complete incident investigation prevention methods on last injuries.

4. Meet with Risk Control on Confined Space/Hearing Conservation on June 13th.
5. Review Toxic Hazardous to see if it applies to county.
6. Order more maintenance vests.
7. Order first aid kits (12-13).
8. Talk with Sheriff on names of responders/coordinators.
9. Discuss safety budget with Mr. French.