

SAFETY COMMITTEE MINUTES
July 18, 2006

PRESENT: Sandra Gregory, HR Director
Russell Greene, Emergency Services Director

CC: Rick French, County Manager

ACCIDENT UPDATE:

Since our last meeting on June 8, 2006, we have had **1** recordable injury, **5** non-recordable injuries (3 of 5 due to motor vehicle accident). **Year-to-Date totals** are: **7** recordable injuries (2 of 7 are light duty cases and 0 of 7 are lost time), **9**-near miss accidents and **0** citizen accidents.

INCIDENT INVESTIGATION REVIEW:

The citizen accident from several meetings ago has been reviewed and at this time Mr. Greene does not recommend that the county take action on resolving pot holes in the parking lot because the county is not financially able to do this due to one accident.

Other injuries since our last meeting were reviewed by the safety committee. It is agreed upon that we need to conduct defensive driving training in the very near future although not all of the accidents are the fault of our employees.

POLICY UPDATE:

The following policies have been approved and are now available on the county's website: Cell Phone, Office Safety, Housekeeping, Fire Extinguisher and Hazardous Communications.

Ms. Caviness, Risk Control Consultant is still reviewing the following policies for approval. Once she has reviewed, they will be forwarded to Mr. French for final approval: First Aid, Signs and Tags, EAP, Motor Vehicle Policy.

Mr. Greene and/or Mr. Gillispie need to review Contractor's Policy, Electrical Safety, Lock Out/Tag Out and Welding (he should see if this policy will fit for all welding, cutting, brazing policies). Mr. Gillispie is to complete the BBP, PPE and Respiratory Policies and forward to Ms. Gregory.

Ms. Gregory is continuing to work on formatting the Fall Protection Policy. Will discuss with Ms. Caviness questions regarding Powered Industrial Trucks Policy, Confined Space Policy and Toxic Hazardous Substances Policy.

GENERAL INFORMATION:

Ms. Gregory reported that First Aid/CPR/BBP training will be placed on hold until the BBP is approved. Mr. Greene reported that the first aid kits were delivered and he will check to see that all of them get mounted.

Ms. Gregory reported that the EAP/Quick Reference Guide and Employee Handbook will be placed on hold until after all policies are completed. This will ensure accuracy of both documents.

Mr. Greene stated that maintenance vests were delivered to maintenance this week. The maintenance supervisor will ensure maintenance workers will begin wearing them where applicable. Mr. Greene also talked with Mr. French regarding the safety budget and the safety expenses will be funded through the H.R. budget as money availability permits.

NEW INFORMATION:

A revised updated Training Chart has been issued to safety members.

Jason Williams has been officially assigned as a safety committee member.

Mr. Greene stated that the COOP (emergency disaster program) is not a part of the safety committee's strategy; therefore, it will be kept separate.

Mr. French has approved the department head awareness/support training sessions. These will begin in August. A schedule will be distributed to all department heads.

DUTIES ASSIGNED:

Sandra Gregory

1. Request approval for First Aid, Signs and Tags, EAP, and MVP when approved by Ms. Caviness.
2. Complete Confined Space, Fall Protection, Powered Industrial Trucks and Toxic Hazardous Substances Policies.
3. Complete Contractor's Policy, Electrical Safety, Lock Out/Tag Out and Welding, BBP, PPE and Respiratory Policies once forwarded.
4. Ensure that Landfill has insect repellent to prevent bee stings.
5. Schedule and communicate department head awareness/support meeting.
6. First Aid/CPR/BBP training to be scheduled after BBP policy completed.

Doug Gillispie:

1. Complete BBP, PPE and Respiratory Policies and forward to Ms. Gregory.
2. Provide update on First Aid Kits being stocked.

Russell Greene:

1. Review Contractor's Policy, Electrical Safety, Lock Out/Tag Out and Welding (he should see if this policy will fit for all welding, cutting, brazing policies).
2. Confirm that all first aid kits are mounted in appropriate locations.
3. Provide copies of each buildings evacuation map and procedures for power outage evacuation.

Meeting was adjourned. The next safety meeting date and time to be assigned.