

SAFETY MEETING MINUTES

July 24, 2008

Present: Sandra Gregory, HR Director
Brad Gates, Risk Management Specialist
Russell Greene, Emergency Services Director
Billie Walker, PHN Supervisor

Absent: Jason Williams, Asst. EDC Director

Guests: Arnetta Sumpter Doug Fox
Sylvia Boutwell Vicky Watts
Luther Stocks

ACCIDENT REVIEW UPDATE: Y-T-D = 22 accidents (2 recordable with one of these being lost time). Incident investigations have been completed.

DEPARTMENTAL GOALS: Ms. Gregory will be reviewing the 2nd quarter goal results for the Sheriff's Office/911/Jail and EMS. Also, the following departments have met their 6-month goals and they will be rewarded during the month of August: Maintenance, Landfill, Convenience Sites, and Garage. The following did not meet their 6-month goals: DSS/Transportation/Senior Center, Recreation, and Animal Control. Although delayed, the Safety Committee will begin setting new goals for the 3rd quarter (July-September).

EAP UPDATE: Mr. Presnell, Recreation Director, is to provide EAP training to Recreation workers in the event of an emergency in one of the parks. Mr. Greene, Mr. Williams, and Mr. Gates will work together to assist the jail in creating an emergency action plan. Ms. Kilby, EMS Secretary, will work with Mr. Gates to create the receptionist's flip charts.

SAFETY INSPECTIONS UPDATE: The following departments have not submitted their May and June monthly inspection sheet: Maintenance, Dayton Building, CVCC, and Wittenburg School. Mr. Gates will work with these departments to get this completed. There are still some items on the 2007 yearly safety inspection for the following departments that needs to be wrapped up: ROD, Garage, Wittenburg School, East Park, and Dusty Ridge Park. Mr. Gates will work with Mr. Pete Bunn, Maintenance Supervisor, and the assigned department heads to get these items completed. We still have some 2008 yearly safety inspection issues that are incomplete on the following departments: Emergency Services, Convenience Sites, Dayton Building, and the Courthouse. Mr. Gates will work with Mr. Bunn and the department heads to resolve these issues.

TRAINING UPDATE: Mr. Greene is to give Ms. Gregory some dates as to when Key Risk can conduct ergonomic training for us. Due to some ergonomic related accidents this year, this needs to be a priority to get completed. Defensive driving is on the training calendar to be

conducted in December. Mr. Gates and Ms. Gregory will review the records to determine who needs to attend this training session.

POLICY UPDATE: Mr. Gates is working on revising the forms in the Motor Vehicle Policy in order to lessen the paper trail and to be more convenient for the drivers. The forms have the same information on them, they're just combined where a month at a time can be placed on one sheet. Mr. Gates reported that he is going to work with Mr. Josh Mitchell, Solid Waste Director, on obtaining a list of equipment at the Landfill. He will also implement some policy and training guidelines on this equipment. Mr. Gates is reviewing some sample workplace violence policies and will work with Ms. Gregory to establish this. Mr. Gates will be creating a contractor's policy at a later date. The departmental PPE's have been reviewed and revised for 2008.

OTHER: Alexander County has become officially certified. This will be added to our web-site and will be advertised on our vacancy announcements. Ms. Billie Walker, PHN Supervisor with the Health Department, raised the issue of the Health Department having an emergency system in their building. Ms. Walker is to contact the alarm company to determine if a panic button can be added to the alarm system currently in place. At some point, we may review other departments to see if there is a need to install panic buttons. Some departments currently have these. Mr. Greene requested a review of whether EMS Paramedics can carry pepper spray or not. Ms. Gregory has contacted the insurance company for advice on permitting specified departments to carry pepper spray. This remains under review. Deer whistles for the Sheriff's cars and EMS has been approved in the budget. This project will be addressed this fall. Cell phone mounts for Sheriff's office and EMS has also been approved with the budget. Mr. Greene stated that we need to get a universal system if possible because the vehicles may change in the near future. Mr. Greene also stated that the EMS station needs two mounts. Key Risk notified Ms. Gregory that a notice regarding insurance fraud must be distributed to employees. Mr. Gates has distributed this to the department heads to give to their employees as well as post a notice in their departments. Ms. Gregory has agreed to implement this form in the new hire package. Mr. Mitchell, Solid Waste Director, reported a fire at the landfill. The fire extinguishers need to be replaced. Our new safety consultant with Key Risk is Carla Grits. Mr. Gates and Ms. Gregory met with Ms. Grits and discussed a plan of action for the upcoming year. Some items of focus are: completing the powered industrial trucks policy, sub-contractor's policy, and workplace violence. We will also review training procedures for new hires in each department as well as ensure that we have the appropriate staff CDL certified. Ms. Walker and Ms. Gregory discussed a safety issue at the Health Department regarding drug testing for social services. The safety issue is that most people who come into the Health Department for a drug test are under a court order to do so. These people are, at times, irate while in the Health Department. This creates an unsafe atmosphere for our employees, children, and citizens that use the Health Department. Ms. Gregory will be working with Sheriff Hayden Bentley, Leanne Whisnant, and Karen Hoyle on possibly moving this to the Sheriff's Office. Mr. Gates is working on ordering the six asbestos signs. These will be up in the designated areas within the next couple of weeks. Ms. Walker stated that Maintenance had been going around and placing no weapons signs on all County building doors. The Safety Team was not aware that Maintenance was doing this. After further review, it was discovered that

Rick French, County Manager, assigned this task to the Maintenance Department due to several issues in departments. The Library reported that they had an intruder stay in the Library after hours. They entered the Library as the cleaning company exited the building. He remained in the restroom and the alarm was activated. After further discussion, Ms. Walker stated that this was the same person who was exposing himself in the Health Department parking lot. The Police Department addressed this with the individual. Ms. Walker is concerned for the safety of the children at the Health Department and the Library. Ms. Gregory will discuss with Chief Deputy Chris Bowman to see if there are any safety precautionary measures we can take.

The meeting was adjourned. The next meeting is scheduled to be held on September 25, 2008 at 9:00 am. The location is to be determined.

Cc: Department Heads
Rick French, County Manager
Carla Grits, Key Risk