

SAFETY MEETING MINUTES

July 29, 2010

Present: Josh Mitchell, Public Administration/ Solid Waste Director
Cherry Kilby, Emergency Services Administrative Assistant
Greg Foster, 911 Communications Manager
Brad Gates, Facilities Director/Risk Management Specialist

Absent: Sandra Gregory, Human resources Director

Guests: Laura Gillispie, DSS - IMCW II
Trena Riddle, DSS – IM Supervisor II
Danny Coulbourne, DSS – IMCW II
Scott Snyder, Maintenance Mechanic - Electrical Specialist
Jamie Barr, Animal Control Receptionist – Adoption Councilor
Phalbe Henriksen, Library Director
Scott Ross, Senior Center Director
Leslie Meadows, SWCD Education Coordinator
Carla Grit, Senior Loss Control Specialist for Key Risk Insurance

MINUTES: Minutes of the April meeting were approved as provided.

ACCIDENT REVIEW UPDATE: Carla Grit informed the Committee that we had 33 incidents, YTD. The incidents were categorized as 13 motor vehicle accidents, 8 slip/trip/fall, and 5 strains, with the remaining being struck-by and miscellaneous. The motor vehicle accidents were down slightly against last year, and the slip/trip/fall slightly higher. It was noted that some of the incidents could be directly related to the severe icing of this past winter.

WORKER'S COMPENSATION: Ms. Grit gave a report of the current claims cost, which included very high reserves for two injuries. Other than the two injuries claims that remain unclosed, the compensation claims amounts were very low.

Based on the claims caused by icy conditions, Ms. Grit suggested we re-evaluate our Inclement Weather Plan. Several suggestions were offered by various attendees to reduce weather related injuries, but general consensus was that none offered overall positive benefits. Awareness training, it was agreed, would be the most effective response.

EMERGENCY ACTION PLAN: Cherry Kilby brought the group up to date on the EAP flip-charts. Ms. Kilby reported that she now has help in her department, which will give her more time to work on completing the flip-charts. She also reported that she has most of the materials, but will be short on some laminating supplies. Ms Kilby gave an "at latest" completion date of May 21st. Ms. Gregory offered to pay for the necessary supplies out of the Human Resources safety budget.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported that the committee had performed the April, May and June inspections, and found them to be mostly improved over 2009. Phalbe Henriksen said she hadn't received a copy of the Library Inspection; Mr. Gates will be sure she receives a copy. Mr. Gates reported that the fire drills had gone well, except at the Old Wittenburg School sight. There was some

employee resistance to participating in the drill, and the appropriate department managers have been made aware.

Mr. Gates reported being very satisfied with the Maintenance staff's performance in making corrections from the Safety Inspection Correction Checklists. Ms. Grit voiced a concern over the high-budget items, and suggested that any correction not completed had documentation explaining the reasons.

POLICY UPDATE: Mr. Gates reported that several policies were still being reviewed for necessary changes. He will update them as soon as he receives the comments back from the committee. The committee was concerned over the large number of policies received for review now that the meetings had become quarterly, rather than monthly. As per Sandra Gregory's prior request, Mr. Gates will be sending out only a single policy following the meeting.

Much discussing ensued as to laws and proper reporting procedures. It was determined that law enforcement should be contacted for any violations of the ordinance. The Committee agreed to look further into the actual content of the weapons ordinance.

TRAINING UPDATE: Per Mr. Gates, Behavioral and Emergency Defensive Driving was the only upcoming training, and will take place the first week in August. Mr. Gates and Mr. Foster discussed the time saving from the on-line training provided for the Sheriff's Office, and it was hoped that more of this type of training could be presented in the future. Online training saves both time and money, and as long as it affords equal results, it should be pursued.

Asbestos Awareness training and Personal Protective Equipment training were recently held, and attended by all required personnel, according to Mr. Gates.

Leslie Meadows asked when the certification cards for the most recent CPR and First Aid training would be issued. Mr. Gates will discuss this with Bradley Earp, the CPR/First Aid instructor.

Mr. Gates addressed the recent off-site OSHA training attended by the Maintenance staff. The training was very beneficial in teaching the staff the importance of following OSHA regulations, and gave them a new perspective and reinforcement on their in-house OSHA training. Scott Snyder gave some examples of the valuable information the staff had learned, especially what to do in the event of an inspection. Much discussion resulted, and all present were reminded to not discuss any violation or allow any inspection until they had spoken to Rick French, Sandra Gregory, or Mr. Gates. Ms. Grit offered some information of how an "Experience Mod" above 1.5 may trigger an OSHA inspection (ours is currently .94). It was decided that a new Memo should be created and disseminated reminding managers and staff of our OSHA inspection procedures.

OTHER: At the previous meeting, Phalbe Henriksen brought up her concern over concealed weapons and the content and enforcement of the County's weapons ordinance. There was a short discussion about the ordinance and its control of non-concealed weapons and "weapons" other than fire arms. The Safety Committee has no control over ordinances, and these concerns should be addressed with the County Commissioners.

Many County departments have off-site work locations. From our employee injury trends, we need to address safety at these locations, as best we can. Ms. Grit offered to look for existing safety checklists for such locations, and will send it to Mr. Gates. Laura Gillispie and Trena Riddle said there is a State mandated form used by DSS, they will send the form and a list of off-site facilities used by DSS. It was decided we need a standardized list, and a meeting with affected departments to discuss performing some sort of safety inspection on the initial visit to each site.

With the addition of facilities, and the employee changes this year, some new Safety Coordinators are needed. The Taylorsville Library, Economic Development, the Detectives Office, DARE, and the License Plate Agency all need to be addressed. Ms. Henriksen has offered to take over as Safety Coordinator at the Taylorsville Library.

Greg Foster informed the committee that 911 Communications needs a list of all emergency contacts for all facilities and departments. Mr. Gates will draft a letter to departments asking that they forward this information on to Mr. Foster.

Meeting was adjourned at 10:18 a.m.

The next meeting will be Thursday, October 28th, at 9:00am