

**SAFETY COMMITTEE MINUTES**  
**August 23, 2006**

PRESENT: Sandra Gregory, HR Director  
Russell Greene, Emergency Services Director  
Jason Williams, Existing Industry Utility Development Director

CC: Rick French, County Manager

**ACCIDENT UPDATE:**

Since our July 18, 2006 meeting, we have incurred **3** non-recordable injuries and **4** recordable injuries. Year-to-Date totals are **11** recordable injuries with **2** light duty and **1** lost time. There has been **1** Citizen accident since our last meeting.

**INCIDENT INVESTIGATION REVIEW:**

All prolonged incident investigations were closed out during this meeting and the focus turned to reviewing the new accidents. All seven employee accidents were reviewed. Mr. Greene has been assigned three (3) employee accidents and one (1) citizen accident and is to implement the recommended resolution. Ms. Gregory has been assigned one (1) employee accident to review for appropriate actions to be implemented. Due to the nature of the other three (3) accidents involving inmates, the committee has no recommendations to preventing this accident from re-occurring. All investigations will be followed up on to ensure completion at the next meeting.

**POLICY UPDATE:**

The **Emergency Action Plan, Signs and Tags and Fall Protection policies** are approved. These are now posted on our website.

Ms. Caviness, Risk Control Consultant has tested the landfill to determine if a **Hearing Conservation policy** is going to be required. The results indicate that there are two positions that will require hearing protection and testing. She is to return next week to evaluate the groundskeepers. She has approved the **PPE policy**, but states that assessments of each department must accompany the policy. After the assessments are completed, this policy will be forwarded to Mr. French for final approval. Ms. Caviness has approved **Lockout/Tagout policy**; it will be forwarded to Mr. French for final approval. **Contractor's policy** is approved by Shanna; however, we are going to have to look at our contractor process and evaluate how we include the safety aspect of the process into bidding. Further discussion will take place before final approval of the policy. Mr. Greene is still reviewing **Electrical Safety and Welding policies**. Ms. Gregory is continuing to work on **BBP, Powered Industrial Trucks, Hazardous**

**Substances, Confined Space and Motor Vehicle policies.** There are no other policies to be assigned at this time.

**TRAINING UPDATE:**

Department Head meetings have been held to introduce management into the safety program and to provide an overview as to how the program will be implemented. Mr. French opened each meeting stressing the importance of having a safe working environment for our employees and reducing the costs of worker's compensation. He supports the program 100% and would like for management to do the same. Ms. Gregory and Mr. Greene conducted the meetings by using handouts. Mr. French closed the meetings by reiterating the fact that management is expected to support the program. He also stressed the importance of reporting injuries in a timely fashion. It appears that the meetings resulted in a positive and supportive outcome. We are projecting to conduct Safety Coordinator and Safety Responder training late September or early October. Since the department heads are more aware of what the responder and coordinator's responsibilities are. Mr. Greene recommends that Ms. Gregory contact all Department Heads and reevaluate the people in these positions for any changes. Departmental training and general awareness training will be "tentatively" scheduled for October.

Per Mr. French and NCACC, the safety program needs to be implemented by the end of the 2006 calendar year.

**FOLLOW-UP INFORMATION:**

Mr. Greene stated that all first aid kits being mounted should be completed. Mr. Bunn, Maintenance Supervisor is working to get the measurements for a couple of other buildings that need an evacuation route. He has not ordered harnesses for the fall protection PPE at this point. Mr. Greene is to request the respiratory policy and BBP from Ms. Whisnant, Health Director.

**NEW INFORMATION:**

Safety training for the responders/coordinators was discussed. The safety coordinator will be trained in the following areas: inspections, MSDS and recordkeeping, general awareness, overview of worker's comp. policy, emergency evacuation procedures, overview of all safety rules, and awareness of departmental safety training requirements. The safety responder will have this same training, with the addition of first aid/BBP/CPR, and fire extinguisher.

The Department of Labor (OSHA) audited the EMS department due to excessive lost time injuries in that department. The county received two non-monetary citations for fire extinguishers not being inspected monthly and oxygen tanks not being properly secured with a chain. These items have been corrected. Mr. Williams stated that there were

guidelines on how to properly inspect fire extinguishers in the assistant fire marshal's office that should be used when inspecting fire extinguishers.

Mr. French has requested that the safety committee conduct emergency drills for the larger departments during the month of September. Mr. Greene is to talk with these department heads and ensure that they have some procedures in place to follow through with this and that the procedures are in compliance with county emergency action policy.

Mr. French has also requested that the maintenance department be spot checked to ensure that proper PPE is being worn where required.

### **DUTIES ASSIGNED:**

#### **Sandra Gregory**

1. Follow up on accident to ensure that preventive measures are implemented.
2. Complete BBP, Confined Space, Powered Industrial Trucks, Hazardous Substances, Motor Vehicle, Hearing Conservation, Lockout/Tagout, PPE and Contractor policies.
3. Prepare training material for safety coordinator/responder meetings.

#### **Russell Greene**

1. Contact Leeanne Whisnant and Karen Hoyle to ensure preparation for fire drill.
2. Follow up on 3 employee accidents and 1 citizen accident to ensure preventive measures are implemented.
3. Retrieve Health Dept. BBP policy and Respiratory policy as well as training roster information as required in policy.
4. Review Electrical and Welding policy and forward to Ms. Gregory.
5. Follow up with public buildings to ensure evacuation routes are completed and posted.
6. Follow up with public buildings to ensure all first aid kits are mounted.
7. Order additional vests for public buildings.
8. Determine type of PPE for those departments requiring fall protection training and order.
9. Spot check public buildings to ensure PPE is being worn.

#### **Jason Williams**

No assignments at this time due to being newly assigned this position.