

SAFETY COMMITTEE MINUTES
September 18, 2006

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

CC: Rick French, County Manager

ACCIDENT REVIEW UPDATE:

Since our last safety meeting on August 23, 2006, we have incurred **2** non-recordable injuries. Year-to-Date we have **11** recordable injuries w/**2** being light duty and **1** lost time and **14** non-recordable injuries.

INCIDENT INVESTIGATION REVIEW:

Mr. Greene reported that the citizen accident has been investigated. It is concluded that this injury was due to the fault of the citizen rather than any deficiencies on the county's behalf.

The committee has reviewed and taken corrective action on all outstanding incident investigations except one. Mr. Greene has not completed reviewing this one. We will close this out at our next meeting.

Two new injuries have occurred since our August meeting and the incident investigations were reviewed and closed.

POLICY UPDATE:

Ms. Gregory and Mr. Greene reported the completion status of several policies.

BBP- Ms. Gregory is still working on this policy and is waiting on Health Departments individual BBP policy.

Confined Space – Ms. Gregory is working with Ms. Caviness to determine what type of documentation needs to be on file to report that we do have one (1) non-permit area. Business Legal Reports has been contacted and they have responded that we need to document how we determined it was a non-permit area as well as document procedures that are in place to evaluate this on a periodic basis to ensure it remains as a non-permit area. Most likely we will not need an actual policy.

Powered Industrial Trucks – The DOL definition of powered industrial trucks was discussed. Mr. Greene and Mr. Williams stated that none of our equipment at the landfill or maintenance was considered a powered industrial truck with the exception of the tractor. This machinery is questionable. Ms. Gregory will talk with Ms. Caviness to confirm what we need to do.

Hazardous Substances – It appears that we have asbestos in the old Whittenburg school. Ms. Gregory is checking with Ms. Caviness to retrieve an asbestos policy and training material. The list of hazardous substances from NCACC were reviewed and it appears that we have no other items of concern. Ms. Gregory will also discuss this topic with Ms. Caviness to ensure that we are on target with this policy.

Motor Vehicle Policy– Placed on hold. We are looking at implementing background checks and random drug testing when we implement this policy.

Hearing Conservation – Ms. Gregory has forwarded the policy to Ms. Caviness for review. Ms. Gregory will be scheduling the employees in this category a hearing test in the very near future.

Lockout/Tagout – Mr. French has approved and it is now located on our website.

Contractor Policy – Placed on hold. The implementation is going to require some type of procedures to be in place for contractor bidding before the policy will be effective.

Electrical and Welding Policies – Mr. Greene will review policies and forward to Ms. Gregory for changes.

PPE – Policy is to be forwarded to Mr. French for final approval.

FOLLOW-UP INFORMATION:

Mr. Greene and Mr. Williams will be conducting an emergency evacuation drill for the Health Dept. and DSS during the month of September. Mr. Greene has been working with DSS and Health to ensure that they are implementing codes and procedures that are in compliance with the County's EAP.

Mr. Greene has distributed additional vests for maintenance. He will ensure that groundskeepers in recreation are also wearing vests. Mr. Greene stated that maintenance employees are inconsistent in wearing safety gear while on the administration building property, so it is assumed that they are not wearing them anywhere else. Mr. Greene will follow up to see if they are wearing gear at other locations.

Department heads were given the opportunity to review the names of those assigned as coordinators and responders and make necessary changes. An updated training chart was reviewed.

TRAINING UPDATE:

The committee will begin safety coordinator/responder training on October 26, 2006 from 8:30 am – 12:00 pm. The date will be confirmed once the college has approved the reservations for the room. During this training session, the following items will be discussed: review sections of Building a Safety Management Program, watch Safety on Alert Video, review Safety on Alert Overheads, discuss and distribute safety handbooks, review sections of Workers Compensation policy, distribution and discussion of MSDS books and review differences in safety coordinator vs. responder and sign agreement forms. Mr. Greene is to talk with Mr. Earp, Emergency Medical Services Director and schedule a date, time and place for first aid/CPR/BBP training for the responders. It is projected to have this completed by November 10, 2006.

NEW INFORMATION:

Safety Alert Newsletter was shared with the committee members and each received a copy.

Ms. Gregory stated that we needed to order safety supplies. Ms. Gregory will begin generating a list of items needed. Mr. Greene will forward safety supply books to Ms. Gregory.

Our next meeting will be October 23, 2006 at 2:30 in the administration office. During this meeting we will finalize all material for the safety responders and coordinators training.

DUTIES ASSIGNED:

Sandra Gregory

1. Complete the following policies: BBP, Confined Space, Industrial Trucks, Hazardous Substances and Hearing Conservation.
2. Get a list of safety supplies together.
3. Prepare for safety responder/coordinator training.
4. Schedule hearing tests for those employees that require it.

Jason Williams

1. Participate in the emergency evacuation drill for DSS and Health this month.
2. Review Safety on Alert training material and prepare to train coordinators/responders on this.

Russell Greene

1. Complete electrical and welding policies.
2. Participate in emergency evacuation drill for DSS and Health this month.
3. Retrieve training records and policy from Health dept. on respiratory training.
4. Make sure recreation groundskeepers have safety equipment.
5. Talk with Bradley and get date, time and place for safety responder BBP/first aid/CPR training.
6. Complete the incident investigation on prior accident.