

SAFETY MEETING MINUTES

September 18, 2008

Present: Sandra Gregory, HR Director
Brad Gates, Risk Management Specialist
Jason Williams, Asst. EDC Director
Billie Walker, PHN Supervisor

Absent: Russell Greene, Emergency Services Director

Guests: Carla Grit from Key Risk
Sylvia Turnmire Seth Harris
Laura Gillespie Trena Riddle

ACCIDENT REVIEW UPDATE: Y-T-D = 26 accidents (5 recordable with 2 of these being lost time). Incident investigations have been completed.

DEPARTMENTAL GOALS: Ms. Gregory reported the second quarter goals for the Sheriff's Office/911/Jail, and the 6 month goals for Maintenance, Landfill, Convenience Sites, and Garage had been met. Employees in those departments were rewarded with a county provided meal as thanks and recognition.

Ms. Gregory announced the following new safety goals:

Maintenance, Landfill / Convenience Sites / Garage, Recreation have all been given a 6 month goal of 0 recordable and non-recordable injuries, 0 lost time injuries, and \$0.00 in P&L and Worker's Comp expenses.

Animal Control has been given a 6 month goal of 0 recordable injuries, 0 lost time injuries, 1 non-recordable injury, , and \$0.00 in P&L and Worker's Comp expenses.

EMS has been given a 4th quarter goal of 0 recordable and lost-time injuries, 2 non-recordable injuries, and \$1,500. in P&L and Worker's Comp. expenses.

Sheriff's Office / Jail / 911 was given a 4th quarter goal of 0 recordable and lost-time injuries, 2 non-recordable injuries, and \$2,100. in P&L and Worker's Comp expenses.

EAP UPDATE: Mr. Greene and Mr. Gates met with representatives of the Sheriff's Office, Jail, and 911 communications to discuss EAPs for those departments. A program is already in place at that facility, and is being reviewed for possible improvement.

Under the direction of Mr. Greene, Cherry Kilby of Emergency Services prepared two sample EAP flip-charts for review by the committee. One sample flip-chart is department specific, and the other is not. It was agreed by the committee that the non-department specific flip-chart would be used in a trail during the annual inspection of DSS.

SAFETY HANDBOOKS: Ms. Gregory asked the committee to review and update the current Safety Policies and Procedures Handbook. The current handbook supply is growing short, and will need to be reprinted in the near future.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported that all monthly inspections are up to date as of the end of August, except for the Dayton Building (1 month), the Courthouse (2 months), and the Sheriff's office (2 months).

Corrections from annual inspection have been completed, except as follows:

- Dusty Ridge Park – Hood and extinguishing system
- JC Park – Replacement /resurfacing
- Garage – bathroom remodel on hold
- Emergency Services – Flammable Liquids Cabinet
- Courthouse, Library, Tax Office, and Wittenburg School in progress.

TRAINING UPDATE: Mr. Gates has worked with all departments to verify or develop departmental-specific training guidelines for new employees. Each effected department now has a program in place.

Equipment training records have been provided by Josh Mitchell for Solid Waste employees. Mr. Mitchell also provided the requested certification records for Willie Shook.

POLICY UPDATE: Mr. Gates reported on the Motor Vehicle Policy, and the positive impact the vehicle logbooks have had on vehicle safety awareness. The program also brought to light some interesting vehicle use patterns as well as some licensing issues.

Mr. Gates submitted the completed Equipment Operations Policy, and he asked the board to recommend approval of the policy, as written.

Mr. Gates reported on the findings of both He and Mr. Greene in connection with a proposed Pepper Spray Policy. EMS responders are disallowed from carrying pepper spray. Pepper spray is not considered a viable PPE for any other department. It was decided that no pepper spray policy would be implemented.

Ms. Gregory and Mr. Gates confirmed work continues on the Violence in the Workplace Policy, and the Contractor Policy.

Mr. Gates submitted a schedule for the annual review of all County policies.

OTHER: Ms. Gregory proposed a schedule of rotation for Safety Committee members, allowing each member to serve for 3 years, with one member rotating off the committee annually.

Ms. Walker reported that progress continues on the panic button installation at the Health Dept.

The meeting was adjourned at 10:55 am.

The next scheduled meeting is October 25, 2008 at 9:00 am. The location will be the Administration Building Conference room.

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