

SAFETY COMMITTEE MINUTES  
September 27, 2007

MEMBERS PRESENT: Sandra Gregory, HR Director  
Jason Williams, Asst. ECD Director  
Billie Walker, PHN Supervisor

ABSENT: Russell Greene, Emergency Services Director

GUESTS: Danny Coulbourne – Present; Laura Gillispie, Karen Hoyle, Trena Riddle  
and Ben Hines – Absent

CC: Rick French, County Manager

**ACCIDENT REVIEW UPDATE:** Y-T-D there has been 38 accidents (29 non-recordable & 9 recordable. Included in these numbers are 4 lost time accidents and 1 light duty accident. We have had four non-recordable accidents since our last meeting. The committee discussed the fact that these accidents were due to unsafe acts. We need to move defensive driving and ergonomics up on the list.

**TRAINING:** Mr. Greene reported prior to the meeting that he would have defensive driving, asbestos, confined space, ergonomics, and respiratory and hazardous communications with the Health department scheduled before our next meeting.

**POLICIES:** Mr. Greene has the following policies pending: electrical, hot works, and powered Industrial trucks. Ms. Gregory has the following policies pending: motor vehicle and workplace violence. Ms. Gregory reported that we are implementing a background check policy, pre-employment and random drug testing policies. This will help to provide a safer work environment for our employees.

**EMERGENCY ACTION PLAN:** The committee discussed how often fire drills should be conducted and who should coordinate these. Mr. Williams and Ms. Gregory agreed that the safety committee coordinators/responders could conduct a yearly inspection in their departments and forward the fire drill documentation to Ms. Gregory for record keeping purposes. Ms. Gregory will discuss with Ms. Walker and Mr. Greene for confirmation of their approval. Ms. Gregory reported that we have about nine departments reviewing their EAP's. Once the changes have been received, the safety committee will assist them in conducting a fire drill. Mr. Williams submitted a completed documentation of fire drills that were conducted at the Library Main Branch and Emergency Services.

**SAFETY INSPECTION UPDATE:** Mr. Williams reported that we have five more departments to conduct a yearly inspection on. These are scheduled to be completed by November 15, 2007. Mr. Williams will provide the safety committee with a 2008 yearly inspection schedule at the October meeting. Ms. Gregory wanted to remind the guests to begin turning in their monthly inspections the month after their yearly inspection is conducted. The yearly one will

take the place of the monthly one. Ms. Gregory also reported that the maintenance department was doing a great job completing the issues from the yearly inspections.

**UPDATE ON GOALS:** Ms. Gregory distributed three different scenarios for departmental goals. The committee and guest reviewed this. Mr. Coulbourne, guest is going to take this back to his department to discuss with responders and management thoughts on the goals. He is to provide feedback to Ms. Gregory. Ms. Gregory will discuss these scenarios with Mr. Greene and the committee will wrap this up at our October meeting. Goals are planned to begin in January, 2008.

**SAFETY CONCERN UPDATE:**

Ms. Gregory reported that the Sheriff's Office is agreeing to have hands free cell phone devices for all employees that drive. Ms. Gregory has asked Mr. Greg Cronk, I.T. Director to get some pricing. Mr. Chris Bowman, Chief Deputy is also working on this.

The recreation department discussed the issue of MSDS's being located on the park grounds. They do have household chemicals used for household purposes that citizens bring into the parks. In addition, they do store lime under lock and key. Employees and volunteers on the recreation boards occasionally use the lime. The committee agreed that there did not need to be a MSDS on the household chemicals. They have also agreed that since the lime is under lock and key and it is mostly employees that use this, they will maintain MSDS sheets at the recreation office. They will place appropriate PPE in the locked building with the lime and will notify all boards that the MSDS for lime is located in the recreation office. The committee and recreation department feel that the MSDS's will not stay on the park property due to the volume of people in and out of the park.

The inspection department is purchasing binoculars to use when conducting inspections on roofs. This will provide a safer working environment for our employees.

Shanna Caviness, Risk Consultant came and conducted a GAP analysis on the Sheriff's Office and EMS. These departments are being reviewed with other counties as well. The final scores of the analysis and recommendations on providing a safer workplace will be communicated in the near future.

**OTHER:** The committee discussed having a yearly meeting with all safety coordinators and responders. This will be an open meeting to discuss any concerns, update on where we are with our safety program, etc. Ms. Gregory will coordinate this before the end of the year.

The meeting was adjourned and the safety committee discussed incident investigations. The next meeting will be held on October 25, 2007.

## **DUTIES ASSIGNED:**

### Sandra Gregory

1. Complete motor vehicle and workplace violence policies.
2. Schedule coordinator/responder meeting with safety committee.
3. Prepare 2008 safety meeting schedule.
4. Assist sheriff's office in getting hands free devices.
5. Complete departmental goal project.
6. Distribute EAP frames.
7. Complete record keeping review on sheriff's office and health department.
8. Order ropes and clips for confined space training.
9. Follow up on quote for safety handbooks.

### Russell Greene

1. Schedule defensive driving, asbestos, ergonomics, confined space, and respiratory and hazardous communications with the Health department.
2. Complete electrical, hot works, and powered industrial trucks policy.

### Jason Williams

1. Provide 2008 safety inspection schedule.

### Billie Walker

1. Work with Mr. Greene on getting hazardous communications and respiratory training completed for the health department.