

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
January 17th, 2013
CITY COUNCIL CONFERENCE ROOM
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:35 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.	Norman Busch, Streets
Britt Hubbard, Sewer Constr.	Bobby Finley, WD
Chew Allen, WWC/WWM	Lindsay Tate, Police Tech
Roy Rodrick, AW	Frank Davis, WWTP
Candy Brown, Safety & Risk Officer	Cam Huynh, Drainage

MEMBERS ABSENT:

James Breedlove, Revenue Services*
Leon McGahee, Cemetery**
Mike McCollum, Landfill*
Michael Guinn, WTP/MPWTP**
Jeffrey Mowry, Equip Maint**
Darrin Hall, Neighborhood Services**
Glenn Hinton, Parks and Rec*
Paul Caldwell, SWC*

OTHERS PRESENT: Tiffani Burk, HR

*excused ** unexcused

2. *MINUTES*

A. Approval of minutes of December 20th , 2012
Motion by: Britt Hubbard Second by: Norman Busch
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

Job Site inspections for safety violations: Don Schaefer handed out an "OSHA Consultation's checklist for Construction Industry". He briefly went over the information in the booklet. Don said if we can prevent someone from getting hurt, that is our job as safety reps. He said he has

been talking to Carl Dentler about making a sign with a goofy looking guy on it. He will be wearing all safety equipment to remind you to wear your safety gear. He said if you come to work and do not wear your safety gear then you should be sent home. The City and the safety reps have a responsibility to ensure that the employees are issued the equipment. If it gets damaged then we issue them new equipment. He said he was at Atwoods the other day and a nice hard hat is \$7.95. Safety glasses are \$2.50. You can get them from Green Guard at \$1.25. Britt Hubbard said he hasn't seen a lot of new safety signs. He asked Candy about them. Candy said normally each division orders their own safety signs.

Lindsay Tate said she was noticing that the employees in her division were not using their hand rest. She came up with a letter for her employees to sign stating that they were given a hand rest and that they chose not to use it. She said she was told she could not require the employees to sign that. Don said that is why the City came up with the employee safety manual. Don said he used to believe that the Supervisor should be responsible if the employees are not using their safety gear. But if the employee reads the manual and they get hurt then it is their own fault. Candy said you can make a letter stating that they received PPE and have them sign it. But not sign that they refused to use it. There was a discussion about issuing safety equipment. Britt said he always asks at his safety meetings if they need any safety equipment. He said they need constant reminders to wear them. Lindsay said maybe they should have cubby holes and you take them off and put them up every day. Britt said maybe and if their gear is in their cubby hole and they are out in the field then they will be in trouble.

Don asked if all Public Works divisions have individual wall lockers. Most reps said yes they do but Britt said they don't and Don said he doesn't. But he has a desk. Roy Rodrick said they keep their stuff in the trucks.

Don said as soon as he gets these signs approved then he will pass them out and he wants them posted where everyone will see them. Britt said they will need to be placed in multiple places. They discussed having signs posted when you enter and exit the Public Works yard. They also discussed giving a day off for not having your safety gear. Don said he agrees with Britt, we need to get the employees to think safety.

5. *COMMUNICATION/DISCUSSION*

Don said he wants to get with Candy and see if there is a policy regarding people being in a hole while a backhoe is operating.

There was a discussion about wearing PPE and eyewash stations.

Candy Brown said she is working on her report for the Department of Labor. She said injuries and claims are up this year. She can't tell you amounts right now but they are up. Britt asked if there is a specific injury that is higher in number, and then is there safety training for that specific injury. Is there a program or information that can be passed around to help prevent those injuries. Don said Joe Ramirez found a set of books in a box and they were going to be thrown away. He looked through them and they were OSHA training classes. They cover everything. He said if you get with Joe, those books will probably have information to prevent all injuries like safe lifting techniques. Candy said she thinks most of our injuries are not lifting. A lot are repetitive usage, soft tissue strains. Britt said maybe if we are having a lot of the same injuries then we can come up with a lesson plan that addresses that and raises awareness to those injuries. Britt asked Cam Huynh if he can get with Joe and maybe look through those books for information about soft tissue strains or sprains. Candy said shoulders, backs and knees. Don said in your oriental factories, the first 20 minutes of the day is stretching like you are in the army. Lindsay said they do that in Germany also. Then half way through the day they will get up and stretch.

Bobby Finley asked how much time they are allowed to do Safety Rep work. Don said you are allowed 10% of your work time to spend on safety. He said it is in the policy. If you work a 40 hour work week then you are allowed 4 hours per week. He said somebody is probably going to tell you that you can't take that much time. So you can show them the policy.

Don said information about PPE is in policy 3-20. You can go on the internet and look up www.cityof.lawton.ok.us and look under council policies. Don read some of the policy.

Lindsay said the Safety Committee used to go out to the job sites during the meetings. They would look at the area to see if things were safe. Candy said that was a good idea.

6. *ADJOURNMENT*

- A. Motion by: Norman Busch Second by: Britt Hubbard
Ayes: All Nays: None
Meeting was adjourned at 2:35 pm