

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
February 21th, 2013
CITY COUNCIL CONFERENCE ROOM
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:30 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.
Britt Hubbard, Sewer Constr.
Lindsay Tate, Police Tech
Roy Rodrick, AW
Paul Caldwell, SWC
Terry Graven, Engineering

Mike McCollum, Landfill
Bobby Finley, WD
Frank Davis, WWTP
Jeffrey Mowry, Equip Maint
Glenn Hinton, Parks and Rec
Candy Brown, Safety & Risk Officer

MEMBERS ABSENT:

Chew Allen, WWC/WWM*
James Breedlove, Revenue Services**
Leon McGahee, Cemetery*
Michael Guinn, WTP/MPWTP*
Darrin Hall, Neighborhood Services**
Cam Huynh, Drainage*
Norman Busch, Streets**

OTHERS PRESENT: Terry Sellers, Police Tech
Tiffani Burk, HR

*excused ** unexcused

2. *MINUTES*

- A. Approval of minutes of January 17th, 2013
Motion by: Britt Hubbard Second by: Glenn Hinton
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*
None

4. *NEW BUSINESS*

A. New Safety Representatives: Candy Brown asked Don Schaefer if he was aware that Lindsay Tate was stepping down as Safety Rep and Terry Sellers is taking her place. He was not aware. Don welcomed Terry Sellers.

Rusty Whisenhunt is the new Safety Rep for Engineering and Terry Graven is his backup.

B. First Aid Classes: Candy said Chew Allen brought up a good point about wanting foremen to have training in first aid. He gave her a list of his employees that would like to attend a first aid class. She said we are going to try to set up 4 classes, each class is set up for 6 people. She has 2 signed up for each class so far. It is a 2 hour course. So she might have 2 days of classes. If you would like to give her a list of people that would like to attend. She can get these classes set up. Britt Hubbard asked who are they wanting in the classes. She said Chew suggested maybe Foremen. Roy asked if it was first aid and CPR. Candy said just basic first aid. Don asked who was going to teach it. Candy said probably Kent at Vo-Tech. She said just get with her about names and dates. She hasn't scheduled the dates yet. She would like input about dates. What would be good for your area?

C. Backhoe Safety: Don said he read up on Backhoe safety. There is no OSHA requirement for a backhoe operator to be trained or certified. It is on the supervisors, foremen and department heads to make sure they are trained. He said we had an incident where a guy jumped in a trench while a backhoe was operating. You have to be aware of your surroundings. When you are operating a piece of equipment like that and something like that happens, take pictures of it. Britt said the person who is on the backhoe should have control over who is jumping in his hole. Everyone agreed that no one should jump in the hole while the Backhoe is working. Don asked that at their division safety meetings they let everyone know to keep an eye out for each other. If you think it is unsafe then you don't have to do it.

5. *COMMUNICATION/DISCUSSION*

A. Mowing Season is coming up. Don said he noticed problems with the trailers that have mowing equipment on them. He also has noticed that they are not wearing proper protective gear. Glenn Hinton said he can send George Cheatham an email about this. Don said he also wanted to remind them to cross the trailers chains. Don't let them drag the ground.

- B. Candy said that February 26th is the last class for Blood Borne Pathogens. But there is a makeup class on March 6th. She did not publish that because she did not want everyone to wait and want to come to that class. That date is the very last chance to make the class. It is in a different building this time.
- C. Don said HazCom and Blood Borne are mandatory and they are 4 hours. You just have to come up with 2 more hours of safety training. Everyone has to have 6 hours.
- D. Britt asked if we have numbers. Candy said she sent out the OSHA 300 forms to each division. She said she sent them out about 2 weeks ago. Several members said that they have not seen them. She said she will send them another copy.
- E. Don said he talked to Assistant Police Chief Rusty Wright about this new law about cell phones. If they pass it they will affect government employees. It is a \$750.00 fine. This is the texting while driving. City Council Policy states no cell phone use if you are operating a vehicle. Don said he was told that texting while driving is 3 times more dangerous than driving drunk. Several members said they have seen employees driving City vehicles while they are on the cell phone.
- F. Don wanted everyone to know that there is a camera on the front gate. It is a good camera; he said he can count your teeth with that camera. It is an auto tracking camera. There are 2 cameras on the gate. One camera is on the Solid Waste Building. The other one is on the front gate post. The yellow thing is the button. The new gate is locked on the weekends. To get in, you use your gas card id number, whatever group you are and the last 4 of your SSN. When you want out, the big yellow post with the big eyeball looking at you that is a button. Push it to get out. Push it and the gate will open.
- G. Don asked if someone missed the BBP class on March 6th can they watch videos. Candy said no, it will not be accepted.
- H. Britt said Thank You for getting the safety checks out as quickly as they went out. He said the guys appreciated it. Don said if you don't get your training. You won't get an award and then you start over the next year. Don said there was a list that went out with everyone's name from your division on it and the Superintendent or someone was supposed to review them and check them to make sure they are correct. Don said you guys need to keep a record of your employee's training and send a copy to Candy. Roy Rodrick said the Superintendents need to give the list to the safety reps to check the training. Candy said if you (safety rep) say the employee did their training then she will give them credit. Jeffrey Mowry said he thought Vo-Tech gave the City copies of the list of people who attend the

classes. Candy said yes they do. But the last HazCom classes were during open enrollment at the New City Hall and some people did not sign the right sheet and it was kind of confusing.

I. Candy said the driving awards will go out soon.

6. *ADJOURNMENT*

A. Motion by: Glenn Hinton Second by: Jeffrey Mowry

Ayes: All Nays: None

Meeting was adjourned at 2:20 pm