

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
March 15th, 2012
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
Jeffrey Mowry, Equip Maint
Frank Davis, WWTP
Michael Guinn, WTP/MPWTP
James Breedlove, Revenue Services
Teddy Good, Landfill
Candy Brown, Safety & Risk Officer

Darrin Hall, Neighborhood Services
Britt Hubbard, Sewer Constr.
Norman Busch, Streets
Chew Allen, WWC/WWM
Ray Quiroga, SWC
Glenn Hinton, Parks and Rec
Bobby Finley, WD

MEMBERS ABSENT:

Joe Ramirez, Drainage**
Lindsay Tate, Police Tech*
Leon McGahee, Cemetery*
Kevin Pack, SEWTP*
Roy Rodrick, AW**

OTHERS PRESENT:

Tiffani Burk, HR
Rusty Wright, VARB Chairman

*excused

** unexcused

2. *MINUTES*

- A. Approval of minutes of January 19th, 2012
Motion by: Darrin Hall Second by: Jeffery Mowry
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

- A. Pictures for Vehicle Accident Review Board: Candy Brown said Rusty Wright has been having issues with the pictures of the accidents. Rusty Wright stated that he has mentioned it to some of the representatives in the VARB meetings. Pictures on the accidents would be appreciated. He would like to have a full picture. Not just the part that is damaged. Take another picture of the whole

vehicle. On the backing accidents, maybe take a picture of the surroundings and on each side of the vehicle so the Board can tell if there was equal room on both sides. There are several questions that can be answered by the pictures, like are they in an alley, street or driveway. He said not long ago there was an accident where a backhoe hit a tree. The person taking the pictures did a good job because it showed the tree, the pole on the other side, a big ditch and the backhoe. You can take a close up of the damage but also back up and take one from further away. If there are two cars then please take a picture of both cars. He asked if there were any questions. Don asked him if wants the pictures to help make the scenario. Rusty said yes, it helps him because all he has is what is written. He explained that recently there was an accident at goodwill village and it was a good picture of the truck where he hit the fence. But they couldn't tell if it was a road or an alley, if it was an alley then he probably didn't have room to maneuver. If it was a road then he did. Pictures would have helped. He said he does look at each one individually and the pictures help him. Don added that if you get in an accident, call your dispatcher and call the police. If you do not have a camera, the police will.

- B. Posting of Minutes: Tiffani Burk said that the minutes are not being posted on the web page or on the P drive. She sends them to IT every month but they were not being posted anywhere. There is not going to be anymore "funny papers". She sends them to the Clerk's office and to IT. She said she will send them wherever they want them to be sent. Britt Hubbard asked if she could email them to each department secretary (clerical person) to be posted. Just let them know they are for posting.

5. *COMMUNICATION/DISCUSSION*

- A. Don Schaefer said every Monday at 12:00 noon unless the weather is bad they are going to set the storm sirens off to test them. He needs everyone to tell their employees if they have a crew near a siren and it does not go off, he needs to be informed. Because the contact list that they have is about 10 years old. He can be reached at 418, you can tell anyone at their shop.
- B. Candy Brown said she is putting together the training calendar for the last half of the year, if you have any requests please email them to her.
- C. Don Schaefer said storm season is coming up. At one time everyone had a plan for what to do in case of a storm or tornado. They need to look into whether their department has a plan, if they need to be created or revised. Candy said she has a template, but it is building specific. They could use it and change it to use for their department. They are supposed to have a plan for storms, fire and everything. Britt said Candy had a template for City Hall and he used it and went through it and changed it to fit his building. You are supposed to show it and go over it with everyone in your building. Candy

said you are supposed to have tests (fire drills). Don said there was a time when an employee from the Landfill saw a storm coming and he called dispatch and told them to let everyone know that it was going to hit in about 10 minutes. He said that a lot of people would have been hurt if he would not have called. Candy asked if anyone has a radio in their building, she has one in her office that lets her know about bad weather. Dispatch is supposed to monitor that. They are supposed to let the departments know. Bobby Finley said that one time when he was on nights they posted it over the radio. Britt said they don't even have radios in their trucks. Britt asked if they even have any places to go in case of a tornado. Don said the only place is in street division. Candy said it only holds 12 people. Jeffrey said they have one on the outside of the admin building. He said they are told to go to the oil change pit. The OSHA man wants a written plan-step by step. Bobby said the fire departments have safe rooms in their stations but they are small. Darrin Hall asked what they should do as safety reps. Candy asked if they want her to send them the plan template for them to use and they said yes. When they get it finished then send a copy of it to her. Ray Quiroga said at their safety meetings he will discuss what they should do if they are out in the field and a storm is coming. Don said dispatch has the ability to send out what they call a simulcast and push every button and it would go out to every channel that the city has. Candy said she would contact Darrell Morgan and find out what they do or can do to let the City employees know when a storm is coming. She will let them know what he says in the next meeting.

- D. Don said he was asked a question about the driver awards. Do they still exist? Candy said they are on her desk and will go out next week. The awards will be changing. The injury awards will not be giving bonds anymore. They are discussing what to give instead of the bonds. They haven't decided yet, they discussed 2 options. Give items with the city's logo on them like shirts, hats etc. She would like to get pre-paid visa cards. Don said they didn't like the bonds. They liked the pre-paid card idea. Candy said it will be up to the City Manager. Don said if they miss their quarterly safety class, they can go to HR and get a 2 hour video to watch that will cover their safety training. Don said if you get haz-com training in one quarter and blood-borne pathogens in another quarter. Then you only have to get training for the other 2 quarters. Candy said there is make up dates at the end of the month if anyone missed the classes. Ray asked is it the safety reps responsibility to keep track of the training for each employee. Candy said she tells them in orientation that they are responsible for their own training. But they are always saying well no one told me. So it kind of is the responsibility of the safety rep to remind them to do their training. Candy said she will take training that they have had specific for their department. Like the DEQ training. Don said another course that is good is the AAA defensive driving course. It will give you a discount on your insurance.
- E. Mowing season- Don said he is going to get onto those guys who are mowing with their sunglasses on the top of their head. They need to be wearing safety

glasses. He saw a guy mowing with sneakers on. But they do have steel toed sneakers available.

6. *ADJOURNMENT*

A. Motion by: Glenn Hinton Second by: Darrin Hall
Ayes: All Nays: None
Meeting was adjourned at 2:15 pm