

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
April 16, 2015
City Hall 3rd Floor Conference Room
212 SW 9th St.
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.	George Kroboth, SEWTP
Britt Hubbard, SSC	Wade Lewis, MPWTP
Candy Brown, Safety/Risk Officer	Michael McCollum, Landfill
Chew Allen, WWC/WWM	Jeffery Mowry, Equipt Maint
James Bearbow, Streets	Roy Rodrick, Animal Welfare
George Farris, Drainage	Stephen Sellman, Inspection Svc
Bobby Finley, WD	Lindsay Tate, Police Tech
Glenn Hinton, Engineering	Pennie Wolfe, Park & Rec

MEMBERS ABSENT:

Leon McGahee, Cemetery*
Marlon Johnson, SWC*
Jeff Justice, WWTP**

OTHERS PRESENT: None

*excused ** unexcused

2. *MINUTES*

A. Approval of minutes of January 15, 2015

Motion by: Glen Hinton Second by: Lindsay Tate

Ayes: All Nays: None Motion Carried

*Wolfe and Farris arrived after the minutes were approved.

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. Hep A/Hep B Vaccinations & Titer Testing:

Schaefer said a lot of questions arose in the past meetings and Britt came up with some good solutions. He said they checked it all the way up to the City Manager's office and it is viable. Schaefer said if you have a job where you could contract hepatitis such as working on a sewer line or working with drainage or your vaccination is old then you need to have a Hep shot. He said when you go to your doctor you can request a hepatitis B Titer test. Schaefer said they will test your immunities in your body and see if they are sufficient to counteract it if you contract it. He said if they aren't and he writes that in a statement; the City will pay for the three shot array of hepatitis vaccination. Schaefer passed out handouts with general information on the Hepatitis shots. He said your insurance will pay for that part of the blood test if the doctor requests it.

Schaefer said there is no such thing as a booster shot and you have to take all the shots over again. He said when you get your annual physical have your doctor prescribe that test. Hubbard asked if it has to be in conjunction with other blood work. Brown said yes.

B. VARB:

Schaefer said the Vehicle Accident Review Board reports are not being filled out completely. He said Rusty Whisenhunt told him they want more information. He also said Rusty feels all accidents are preventable. Schaefer said take pictures of the accident. He said Dennis Bothell, Equipment Maintenance Superintendent, said everyone needs to bring the vehicle to him after the accident so he can take pictures of it. Schaefer said if it isn't your fault he can collect the insurance on it and get them fixed. He said immediately after the collision, call the police and notify your supervisor. He also said the supervisor notifies Candy Brown, Safety Officer, so that you can get your blood tested. Schaefer said you have to blow in a toxolizer because this is City policy. Hubbard asked if everyone needs to do that. Brown said yes and most of the time you have two hours to get your blood drawn because you have to wait on the police to make out the report.

Hinton asked if this is done if the City employee is to blame or any accident. Brown and Schaefer said any accident. Hinton said he didn't know about that. He said he has called the police for a report but didn't do the testing. Hubbard said they always focus on the CDL drivers but everyone needs to be tested. Brown agreed. Farris asked which policy this was and could he have a copy. Schaefer said for the CDL drivers, it is a state requirement. Schaefer said they will also have you take a urinalysis. Brown said you are sent to Allied Lab. Hinton said no one has ever sent him to do the drug test after his accident. Tate said it covers the City on insurance. Hinton asked others if they knew about this. Some of the Safety Reps said no. Bearbow said he has to remind his

employees in the division that they need to do this. Allen asked the time frame. Hubbard said two hours. Schaefer said to call Candy Brown after an accident and she will set up an appointment with Allied Lab. Wolfe asked if the Safety Rep has to stay with the employee during the test. Hubbard said it can be their supervisor. He said the key thing is to notify Brown and she can tell you the steps you need to take. Brown said if someone is injured in an accident she can call Allied Lab and they will meet that person on site to the hospital. She said the tests done by the hospital are for medical reasons only and she cannot use their tests. Brown said to call her on her cell if it happens on a weekend. Bearbow said if the employee is sitting in the driver's seat, he has to be tested. Hubbard said that is on any City owned vehicle. Bearbow said it is hard to get the supervisors on weekends to call the police and get a drug test for any City vehicle accident. Brown gave everyone her City cell number.

Schaefer said according to City policy 3-12, it says upon a City accident regardless of whose fault it is, all employees will be instructed to immediately notify their supervisor and police department. He said if they call the supervisor first then he can do all the calling. Schaefer said the policy says upon notification the assigned personnel or higher supervisor will begin the investigation immediately. He said don't wait until a week later to find out what really happened.

Schaefer said the biggest thing with Vehicle Accident reports is to take pictures, write exactly what you know happened, get witness statements and get a police report. Hubbard said for the employees doing shift work, the supervisor on duty needs to start the investigation of the accident or injury.

5. *COMMUNICATION/DISCUSSION:*

Schaefer had everyone introduce themselves and state where they worked.

Bearbow told everyone that he has a limited crew and may not be able to set jobs up. He said if you call him, he will help map it out but he won't be able to send people out to do it.

Hubbard said that we are in tornado season. He said there are some shelters in the Public Works yard and there is a list you can get from Jackie Somerlott of who has a key to the shelter. Hubbard asked about City Hall and a shelter. Wolfe said there is no city designated shelter. Brown said if there is a tornado then the basement of the building is where she would go to. Tate said people go to the police station and we do not have a shelter there. Hubbard said everyone should have an emergency procedure in place for each of their offices. He told everyone to pass out the procedures in their division's safety meetings and make everyone aware of what to do in emergency situations. Schaefer said if you are in a building with only one exit, you don't really need a plan but you do need a plan leaving the building as where to meet to count everyone. He said exits have to be lit with an exit sign and be seen. Schaefer said the same with the fire extinguishers. Hubbard said this may not be the responsibility of the safety rep but the superintendent. McCollum said everyone thinks it is the safety reps job to take care of this but he tells the employees that if they see something unsafe then they need to report it.

Brown said facility inspections will begin next month with United Safety & Claims and she doesn't have a list of where he may want to go. Bearbow asked for a certain day.

Brown said she will know next week but she does know that they will come next month. She said they will go to the job site and facility. Schaefer asked who these people are. Brown said they are the City's third party worker's comp administrators and they manage our worker's comp. She said normally he stays for two days which is one day on facility and one day at the job sites.

Schaefer said all the fire departments have safe houses but he can't say that they would be unlocked or someone there at the time of the weather emergency.

Wolfe said for the public, there are no shelters. She said now the Red Cross has a stay put policy because people were getting injured going to the shelters. She also said if people have a storm shelter it needs to be registered.

Wolfe handed out forms from the Red Cross on emergency procedures. She said that someone from the Red Cross will go to the divisions and talk on being prepared for natural and human-caused disasters. Wolfe also gave information for apps to put on cell phones to be notified for natural emergencies.

Hubbard told everyone to make sure they pay attention to the weather before they leave their work station especially those employees who work at night. He said if you don't have a way to know about the weather then get with Candy Brown.

Wolfe said in her office, if they lose power then they lose their phones. Hubbard said most of the offices have generators.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Jeffery Mowry Second by: Lindsay Tate

Ayes: All Nays: None

Meeting was adjourned at 2:05 pm