

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
May 16th, 2013
CITY COUNCIL CONFERENCE ROOM
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:40 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.
Chew Allen, WWC/WWM
Rusty Whisenhunt, Engineering
Bobby Finley, WD
Frank Davis, WWTP
James Bearbow, Streets
Candy Brown, Safety & Risk Officer

Roy Rodrick, Animal Welfare
Leon McGahee, Cemetery
Mike McCollum, Landfill
Cam Huynh, Drainage
Darrin Hall, Neighborhood Services
Jeffery Mowry, Equipment Maintenance

MEMBERS ABSENT:

James Breedlove, Revenue Services*
Paul Caldwell, SWC**
Glenn Hinton, Parks and Rec*
Terry Sellers, Police Tech*
Britt Hubbard, Sewer Constr.*
Michael Guinn, WTP/MPWTP**

OTHERS PRESENT: Tiffani Burk, HR

*excused

** unexcused

2. *MINUTES*

- A. Approval of minutes of March 21st, 2013
Motion by: Darrin Hall Second by: Roy Rodrick
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. New Safety Reps: Don said we have 2 new safety reps. James Bearbow is taking over Norman's position. Norman has now retired. Rusty Whisenhunt is the safety rep for Engineering and has also taken over Carl's position. He will sit in on the Injury Review Board and Vehicle Accident Review Board meetings.

B. Severe Weather & Safe Houses: Don passed out information about severe weather. He said when we are done with this meeting we will go across the street and watch a movie. Candy said they will get credit for safety training. Don said he could not find good information on the internet so he went and talked to Clint Wagstaff who is the Emergency Operation Coordinator for Comanche county. He showed him a site to go to on the internet. Tasha in the print shop printed these good quality information sheets for the members. This information covers damaging winds, thunderstorms, lightning, hail and tornadoes. Don said if you read this information then you probably could have a short class in your divisions. He said put this information in your packet and keep it with the stuff that he hands out. It will be good to show to the new guys.

Bobby asked about Safe Houses. Don said there are none. He said they used to have them but somebody decided it was a liability factor. They are all closed. The only place you can go is maybe a fire station. But Bobby's guys went to a fire station and they were not open because the firefighters were out on calls. Candy said for the divisions, they should have a plan of action. Don said Public Works has a safe house. Rusty said the one at admin is only big enough for 15 to 20 people. Don said he is talking about after hour's crews. Bobby said for his division there is only about 3 guys at the most after hours. Rusty said he will do some checking on that. There is no reason why each division can't have a key for that safe room. Rusty said the stairwell at WWC is a place to go. But it is locked after hours. Chew asked if there is a FEMA grant that they could get, to get safe houses for the employees. Rusty said that is how they got the safe house that they have at admin. Bobby said each department should have one. Candy said she has addressed it with Carl and Jerry. Carl had said he would get them a key to the Admin safe room. Rusty said he will get with Jerry about the keys. Rusty said if they were on the west side or east side of town, they can go to the treatment plants or the concrete elevated storage tank.

Don said we need to create a list of every possible storm shelter in Lawton. This list could be put in your log book. James said they just have daily log sheets but they could post something in the vehicles. Don said he will try to create a storm shelter list. Don said the 911 center is underground if you could get into that building. Candy said she wants Don to make sure that the places that he puts on the list will be accessible to the employees.

C. Employee Survey of Safety Concerns: Don said this was Britt's idea. He wanted to come up with a form that we could hand out to employees or that they had at their disposal, if they saw something that they felt was unsafe. They could complain about it and not be tied to it. Like a commit box. You could make a commit about it but you would not have to put your name on it. He said there is a council policy out there that says you do not have to do anything that is unsafe. But make sure that it is unsafe. He said if anyone has any ideas of what this form should look like or what should be on it; feel free to let us know. Rusty said he has an example that was from somewhere else that he worked. It is part of the employee's responsibility, is to identify unsafe acts. It was a 3 piece form. If they saw something that needed corrective action. They would write it down. It was part of their job requirements. They were supposed to fill two of those out each month. It was used in their evaluation. It wasn't just a negative thing; they could put positive things on it also. It was to get the employee to think safety. They did have to put their name on it. He said our evaluations are not set up that way so we could not use them the same way. Candy asked as safety reps do they not have people come to them and report unsafe acts. Don said not really because he thinks that they think there will be repercussions. He said all new employees are supposed to be reading the employee handbook. He doesn't know if they are doing it. Candy said she goes over the safety handout in orientation. She tells them to report unsafe acts to safety reps. Rusty said he does have the form. Don asked Rusty to get him a copy and he will get with Britt and go over it.

5. *COMMUNICATION/DISCUSSION*

A. Jeffrey said he had one concern. They have a firewall in their shop between the car shop and the offices. The door, if you have someone going out and someone going in at the same time, you can get a busted hand. Don said that is a fire door and you can't put a window in it. Jeffrey said he thinks it is a safety hazard. Don said he will talk to Dennis about it. Jeffrey said he has had a lot of guys complain about it.

B. Rusty said he attended the vehicle review board last week. One thing he wanted to say was that the pictures are not being taken and the reports are not getting completed. If they take photos then they need to be sent over with the reports. One accident had to be tabled because there was not enough information sent over with the report. The pictures help tell the story. Make sure the report is sent over complete and with the pictures.

6. *ADJOURNMENT*

A. Motion by: Darrin Hall Second by: Jeffrey Mowry
Ayes: All Nays: None
Meeting was adjourned at 2:12 pm