

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
June 21, 2018
City Hall 3rd Floor Conference Room
212 SW 9th Street
1:30 P.M.

The meeting was called to order by Chair Britt Hubbard at 1:31 p.m.

1. ROLL CALL

MEMBERS PRESENT:

Chew Allen, WWM/WWC	Lyna Neal, WWTP
James Bearbow, Streets	Roy Rodrick, AW
Jim Bonnarens, P&R	Don Schaefer, Electronics
Candy Brown, Safety & Risk Officer	Lindsay Tate, Police Tech
Britt Hubbard, SSC	
Jason Mansel for Marlon Johnson, SWC	

MEMBERS ABSENT:

George Farris, Drainage**
Bobby Finley, WD*
Shereyl Grubbs, Parks & Rec*
George Kroboth, SEWTP*
Wade Lewis, MPWTP*
Michael McCollum, Landfill**
Jeffery Mowry, Equipt Maint**

*excused

** unexcused

OTHERS PRESENT:

2. MINUTES

A. Approval of minutes of April 19, 2018
Motion by: Don Schaefer Second by: Roy Rodrick
Ayes: All Nays: None Motion Carried.

3. OLD BUSINESS

None

4. NEW BUSINESS

A. Safety Needs in Our Areas

Britt Hubbard provided a handout he uses as a guideline for required trainings within his division. Members reviewed and discussed the required trainings, needed training and required inspections. Policies and Procedures are to be reviewed annually. Emergency Evacuation Policy is to be posted. Fire extinguishers in vehicles are to be inspected once a month. Other trainings shared:

- Season training for example Winter Driving.
- General Maintenance – oil/clean mowers, heavy equipment.
- 3points of Contact.
- Utilizing the Training Now Videos – every video has a quiz that employees can take to ensure they watched the video. That would also verify that an employee had received training.
- Arc Flash – gloves inspected every 6 months, safety sleeves every year.
- SCD books reviewed.

It is City policy to receive maintenance training for every piece of equipment that employees will operate along with lockout tagout. If there is new equipment, then training should be provided along with lockout tagout.

Documentation is important – fill out incident reports. A verbal report is considered reported. If documented, you have up to 2 years to file a claim. One form for injury/vehicle incident report is too much information/too busy. Keep using separate reporting forms.

B. Future Safety Agenda Items

- Recommendations were seasonal related trainings. For example Summer – heat exhaustion/hydration.
- With turnovers, there would repetitive trainings for new employees.
- Refresher on wearing seatbelts.
- Topics related to past month accident reports.

5. **COMMUNICATION/DISCUSSION:**

Candy Brown mentioned there are still seats available for AAA Certified Defensive Driving Course 8am-4pm Friday, June 22nd at GPTC.

6. **ADJOURNMENT**

A. Motion to adjourn the meeting by: Chew Allen Second by: Lyna Neal
Ayes: All Nays: None
Meeting was adjourned at 2:20 pm