

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
July 17th, 2014
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.	Britt Hubbard, Sewer Constr.
Lindsay Tate, Police Tech	Marlon Johnson, SWC
Jeffery Mowry, Equipment Maintenance	Bobby Finley, WD
Frank Davis, WWTP	Chew Allen, WWC/WWM
Stephen Sellman, Neighborhood Services	Cam Huynh, Drainage
Leon McGahee, Cemetery	Candy Brown, Safety & Risk Officer

MEMBERS ABSENT:

Mike McCollum, Landfill**
James Breedlove, Revenue Services**
George Spicer, WTP**
Rusty Whisenhunt, Engineering**
James Bearbow, Streets*
Kenny Runyan, SEWTP*
Roy Rodrick, Animal Welfare**
Glenn Hinton, Engineering*

OTHERS PRESENT: None

*excused

** unexcused

2. *MINUTES*

A. Approval of minutes of May 15, 2014

Motion by: Chew Allen Second by: Jeffery Mowry

Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. Elect New Chairman and Vice Chairman: Don said every July we have to elect a new Chairman and Vice Chairman. He said somewhere in the by-laws it says that you can only be a Chairman for 2 years. Candy asked if anyone was interested. Britt said Rusty Whisenhunt told him that Glenn Hinton was interested in becoming one of the Chairmen. He said Glenn is not here at the meeting, he is downstairs in a class. Candy said is anyone else interested. Jeffery Mowry nominated Britt Hubbard for Chairman with a second by Cam Huynh but Britt said it would be tough on him because he is on the EAC. They agreed to change the nomination to Britt as Vice Chairman. Ayes: All Nays: None Motion Carried

Don Schaefer made a motion to elect Glenn Hinton as the Chairman with a second by Britt Hubbard. Ayes: All Nays: None Motion Carried

B. & C. Work Place Emergencies & Evacuations: Don handed out information from the US Department of Labor titled "How to plan for workplace emergencies and evacuations". He said Carl Dentler generated an emergency plan. It went into shootings, hostages, tornadoes and Fires. This is the OSHA copy of it. It is OSHA 3088. He briefly went over the 9 pages of information. Don said Page 7 says "What type of training do your employees need?" He said if someone comes to inspect your division. He said show them this information sheet and tell him that everyone has read it. It is the same thing that Carl Dentler came up with about job site hazards. It should be in your safety book, he said he gave everybody a copy of it. He said it is labeled "City of Lawton Emergency Preparedness Guide". If you don't have a copy then let him know and he will get you a copy of it. It covers everything that could possibly happen. Fires, earthquakes, tornadoes, gas leaks, explosions, active shooters and bomb threats. The members discussed having proper PPE. Don said if you do not have the proper PPE then you need to contact your supervisor. Don talked about the Hazmat unit that the Fire Department has. It is at station #5. They can communicate with anyone in the county. If you have a real serious emergency then call the fire department. They are trained in all of this and have the equipment to respond. Britt said Candy, it is his understanding that Supervisors to a certain level have gone through classes through NIMS. What level inside this document have they made their own plans for coordination? His question is that we are not trained as safety coordinators. If Superintendents and Directors have been trained, can you pass along to them that the safety committee would like to make sure that they do a class of some sort within their department so that the employees know the answers to some of the questions in this information and questionnaire sheet. He said we as a safety committee don't even know some of the answers. We have drawn up our own escape routes. But if they have something different than we have, then the employees need to know that. Candy said she will get with Jim Russell on that. Britt said the safety representatives can't have one rule and the Superintendents and Directors have another. Don said somewhere on the City internet site there is a fire emergency plan. It is a general plan. That is where he got information for his division, he took pieces from that and applied it to his division. He said he will look for it and email it to the other reps. Britt said everyone should have an emergency evacuation plan in each office. If you don't know anything about it then you need to check with the supervisor. Don read parts of the City of Lawton Safety policy. Don said every piece of equipment is supposed to have an assessment form. Candy said that has not been done. You can't find them. She said Britt and Chew have been working on those. Britt said him and Chew have been requested to come up with a SOP

on every piece of equipment in their division. Chew said Rusty Whisenhunt told them that the hazard assessment form that everyone is supposed to fill out is not what OSHA is looking for. They are looking for a SOP for every piece of equipment or vehicle and the different parts of the equipment. Chew explained what OSHA is looking for and what he and Britt have been asked to do. It is a lot of work. Britt said you also identify those people that actually use those vehicles or pieces of equipment. Have them sign that they have been trained to use it. Then show proof that they have been trained. There is a whole lot of work to this. Lindsay said this sounds like a full time job. Candy said it is. They discussed this topic and how every division will have to do this on all of their equipment. Don suggested that every policy that has to do with safety, make sure all employees have a chance to read it and on the back page of it, have them sign it. Chew gave some examples of what you have to do on specific machines. Britt said and it has to be location specific. Candy said this is something that should have already been in place. If we can show that we are building this program then if we have an inspection then maybe we will get a pass. Marlon had a question so they discussed lock out-tag out.

D. Safety Awards: Britt said that he found out yesterday that the monetary awards are not going to be handed out for last fiscal year's safety awards. Days off certificates will be awarded but no checks. Candy said they have not changed the policy but they have opted to suspend the monetary part of the policy. Jeffery said so basically the only thing we are getting for the safety awards are the days off and a certificate. Candy said yes. Don asked when will they go out. Candy said we cannot send them out until October. Because they went out so late last year then they won't go out until the same time this year. The members said the employees are not going to be happy. Candy asked if this was the first time that they had heard that we were not getting monetary awards. Most all of the members said they had not heard it. Candy said a formal announcement has not been made. It was told to the EAC members. Candy said I am telling you now. She said you can tell your employees. If the money is there in the budget next year then we should get the monetary award again.

5. *COMMUNICATION/DISCUSSION*

A. None

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Don Schaefer Second by: Chew Allen
Ayes: All Nays: None
Meeting was adjourned at 2:45 pm