

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
July 18, 2019
City Hall – Public Mtg Rm #3
212 SW 9th Street
1:30 P.M.

The meeting was called to order by Wade Lewis at 1:34 p.m.

1. ROLL CALL

MEMBERS PRESENT:

Kelli Alvarado, Community Services	George Farris, Drainage
Chew Allen, WWM/WWC	Wade Lewis, MPWTP
James Bearbow, Streets	Lyna Neal, WWTP
Jim Bonnarens, P&R	Justin Pitts, SWD
Candy Brown, Safety & Risk Officer HR	Roy Rodrick, Animal Welfare
Matt Caldwell, SWC	Lindsay Tate, Police Tech

MEMBERS ABSENT:

Ricky Botts, WD**
Britt Hubbard, SSC/SSTD*
Marlon Johnson, SWC *
George Kroboth, SEWTP*
Don Schaefer, Electronics**

*excused ** unexcused

OTHERS PRESENT:

Megan Loftis, Admin. Asst. HR

2. MINUTES

A. Approval of minutes of June 20, 2019 meeting:
Motion by: Lyna Neal Second by: Kelli Alvarado
Ayes: All
Nays: None
Motion Carried.

3. OLD BUSINESS

None

4. NEW BUSINESS

A. Driver Safety in Work Area:

This item was not discussed at the meeting and will be moved to old business for the next meeting.

B. Training Employees Safety Awareness in Work Area:

Wade stated that Britt wanted to have a round table discussion from the departments. Wade started the discussion by saying his department has internet and they utilize the safety videos. His department has had someone hurt by a grinder and because of that, they watched videos over that issue.

Wade continued and said that new operators have senior operators that help train in testing of chemicals and loading of trucks. However, they mainly use videos.

The group discussed who had internet/safety video access and who didn't. For Equipment Maintenance it was mentioned that Butch and John Bonomelli have access.

Lyna stated they all analytical positions have hazard procedures and they know if water is on the floor then that is a slip and fall.

Wade stated for new hire orientation there are a few videos ranging from 15 minutes to 45 minutes in length and those videos are good for general overall safety.

Chew stated his department has talked about backing City vehicles and employee cell phone usage. He also has referred employees to the City's cell phone policy. Chew stated the public utility department has revised all policies. Candy asked if acknowledgements for the new policies have been signed by employees. Chew stated that the policies are not finalized yet, but when they are the employees will sign one.

Chew also stated they are having PPE problems due to the heat. Employees are not wanting to wear vests, hats, gloves, etc.

Jim Bonnarens asked if employees not wearing their PPE and getting injured could affect worker's comp. Candy said that would be more of a discipline issue and the departments need to document and have the paper trail of the discipline. Jim was hoping for another means besides doing 15 write-ups.

Chew stated a lot of employees in City divisions are calling in because of the heat.

Candy made sure all departments had adequate drinking water.

James Bearbow stated they have had a rash of accidents. He stated in the morning his department is thoroughly going over the schedule for the day. If employees run into any

problems they are to pull over, out of the way of traffic. James stated they go over the safety of the job and employees are placing extra signs out to make citizens more aware of job sites. James also stated due to the heat, employees are not wanting to wear gloves, but then equipment becomes too hot to touch.

Chew stated they are taking more breaks.

Candy asked if anyone was modifying hours. Chew stated not yet. James Bearbow stated they are some by working 6am-3:30pm, but they are still out in the heat a lot of times.

5. *COMMUNICATION/DISCUSSION:*

Lindsay stated she went to a conference in Altus. Lindsay shared some information she learned regarding railroad crossings. Lindsay gave the example of the railroad crossing on 38th Street. If you see an accident or issue and you call dispatch, dispatch cannot do anything for you. Lindsay stated she learned that there is a certain number you must call depending on which railroad crossing you're at.

Lindsay then gave a handout to the group.

Lindsay stated there is a blue sign by the railroad crossing that has a number to call and a code listed on it.

Candy thought it would be a good idea to get that information out to the public and Lindsay agreed.

Candy reminded the group, if any department has an employee who gets injured while on shift, even if they only have 10 minutes left and they request medical attention then the supervisors cannot deny them treatment. If the employee denies treatment, then the supervisors cannot force employees to take it, but the refusal needs to be documented.

Candy also brought up that if an injured employee is released to come back to work but cannot perform some of their duties then let her know because there is always a department that can use a light duty worker. Candy also asked the group to look around their own department for light duty assignments they may have.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Wade Lewis Second by: Lyna Neal

Ayes: All

Nays: None

Meeting was adjourned at 1:55 pm