

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
September 18th, 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
Glenn Hinton, Engineering	Bobby Finley, WD
Frank Davis, WWTP	Chew Allen, WWC/WWM
Stephen Sellman, Neighborhood Services	Joe Ramirez, Drainage
Leon McGahee, Cemetery	Candy Brown, Safety & Risk Officer

MEMBERS ABSENT:

James Breedlove, Revenue Services*
James Bearbow, Streets*
Jeffery Mowry, Equipment Maintenance**
Kenny Runyan, MPWTP/SEWTP**
Roy Rodrick, Animal Welfare*

OTHERS PRESENT: None

*excused ** unexcused

2. MINUTES

A. Approval of minutes of July 17th, 2014
Motion by: Britt Hubbard Second by: Glenn Hinton
Ayes: All Nays: None Motion Carried

3. OLD BUSINESS

None

4. NEW BUSINESS

A. Elect New Chairman and Vice Chairman: Don said that Glenn Hinton changed positions and didn't feel he could perform the duties as Chairman so he declined his volunteering

to be Chairman of the Safety Committee. Britt Hubbard asked if Schaefer would like to be Chairman again. Schaefer asked if anyone would like to be chairman because it makes no sense electing someone who does not want the position. Schaefer asked Hubbard if he would like to be chairman and he be vice chairman. Hubbard said he wouldn't be able to provide the topics for the meetings. Brown said she would send him some topics that he can cover for meetings. Schaefer said if he considers this then he would like to have the books that Natalie had. Schaefer also said he would go over the notebook of topics Brown has sent him. Hubbard said he has problems with getting topics for each division's safety meetings. Hubbard said he isn't getting any feedback from people he represents so that he can give the committee any ideas. He said that is an issue to keep this rolling. Brown asked if the safety meetings for the divisions have any interactions or topics they want to hear about. Hubbard said no. Hinton said they just want to hear what you have to present. Hubbard said generally they cover things they are required to cover for training. Brown asked if they thought they are running out of safety issues. Schaefer said there use to be a large turn over in safety reps like a new one every six months but now, most of the safety reps have been here for two or three years. Hubbard said look how many safety reps that are missing at the meeting today. He said this has been discussed before. He said that some of the employees are not represented at all. Brown said yes, she has not seen some of the safety reps at all. Hubbard said this makes it look like some directors and assistant directors don't care and they are just interested in getting a check mark for the safety meetings. Brown asked if they had any suggestions how to fix this issue. Hubbard said he didn't know. He said this hasn't slowed down the injuries or accidents. Brown asked Schaefer if he would like to step down. Schaefer said he does not have any more topics left to talk about. Brown suggested that each safety rep come to the meeting with topics from their divisions that they are having issues with and talk about it. Brown said then it won't just be the responsibility of having one person conducting the meeting with a safety topic. Schaefer said the committee has got to work as a committee. Brown asked for any other suggestions. Hinton said he thought that was a good idea. He said the safety reps need to come up with topics for each meeting. He said it would give them an incentive to ask their division what topics they are interested in or safety issues they are having. Schaefer said they need to get the employees involved in their own safety. He said they need to prevent the injuries and accidents by addressing the issue right then and asking the employee how they can do it differently. Hubbard suggested that if an employee has a safety issue that he or she would like to discuss then invite them to the meeting to discuss it. Schaefer said that was a good idea. Hubbard said he could talk to Cindy Porter to put in the newsletter that if anyone has a safety issue they can contact their Safety Rep and bring it to the General Employee Safety Committee. Brown said that would be a good idea. Hubbard said they could let Brown know and she could notify the employee's supervisor or director to let them attend the meeting. McGahee asked how they will pick one if a lot of people want to attend. Brown said it would be good to have a lot of people to attend and set something up. Ramirez said he agrees with everything said but the issue that needs to be taken care of first is getting a safety rep for all the divisions and that they show up for the meetings. He said unless you get all the Safety Reps here then your plans are not going to go anywhere. Schaefer said he agreed. McGahee said he has to make plans to be at the meeting so he can represent his

employees and know what's going on. Allen said we need to have a mandatory meeting with all the safety reps to see if they can go to the meetings and if they can't then they need to choose someone else to be on the board. He said when you have the same people going to the meeting and five people are absent and those divisions don't have any representation then they may have a safety issue that the committee doesn't know about. Tate said to send a notice to the directors of this mandatory meeting. Ramirez said to tell the department heads not to choose someone who is on shift work who wouldn't want to come to a meeting on their day off. He said for them to choose someone who will be there on a daily basis such as office staff or a foreman. Hubbard suggested to have an alternate for those people who can't attend a meeting. Brown said there is a Safety Rep- at -Large who represents employees who do not have a Safety Rep. She said she informs the new hires of this and who that person is for their division. Johnson said in his division, he is not able to pull someone off of their routes and he may be the only foreman working. He said he would call someone and tell them he won't be at the meeting. Brown said there are excused absences. Schaefer said in the policy 2-1 it says a member may be removed if they have two or more unexcused absences in any committee meeting in any six month period. Brown said what she will do is send an e-mail to the department heads and send that policy before the board acts on that. She said she thinks then the board should act on that. She said it will be up to the department head to appoint a Safety Rep. Hubbard said if they remove all of the regular no shows then they can send a letter to the department heads that they need to fill that position. Schaefer said the most recent policy says a member may be involuntarily removed by the vote of the committee. Ramirez asked what it would take to add something to the policy. Brown said the City Manager would need to do that. Ramirez said to add that if a member misses two meetings then a letter will be sent to the department head stating the unexcused absence and why or should the person need to be replaced. Brown said she didn't think that shouldn't have to be added but they could do it. Hubbard said maybe send a letter from Schaefer to the department heads stating the same. Schaefer said the policy also says the supervisor needs to support the safety rep in his or her responsibility. McGahee said sometimes the supervisors don't know when the meetings are. Tate said some people in her division don't take it seriously. Brown said she thought this was a good idea and to implement the letters. Brown said she will first send out the e-mails next week to the department heads regarding the current reps we have and she will attach this policy. She said for the next meeting send something out saying it is mandatory. Hubbard said to send this letter to the Safety Reps as well. Brown said she will e-mail as well send a hard copy of the letter. Johnson asked if this meeting could count as safety training. Schaefer said no because OSHA requires formal training classes every quarter and this committee is not a safety training class. Hubbard said Public Works Policy is to have a one hour safety meeting every month. Schaefer said he would be chairman again if everyone voted him to be chairman. Britt said he would remain as Vice-chairman. Glenn Hinton made a motion to elect Don Schaefer as the Chairman with a second by Chew Allen. Ayes: All Nays: None Motion Carried

B. Safe Use of Hand Tools: Schaefer handed out information from the Oklahoma Safety Council. Schaefer said that some of the employees are not using hand tools correctly. He said

you need to take the five minutes to read the manual on new tools to see if it has something that you aren't familiar with. The City has spent a lot of money on different tools and we are using sledge hammers. He said make sure the tools are in good condition and maintain them according to their instructions. He said before you change blades, turn off and unplug the tool. Schaefer said do not wear loose clothes or strings that will catch on things and keep bystanders at a distance. He said he has seen someone watching a man use a jackhammer. He said the bystander wasn't wearing any safety glasses or earplugs. Schaefer said to make sure PPE is available.

Hubbard said that the experienced employees need to show the new ones how to use a tool. He said he is not sure if the new guys have been properly trained on a tool or have just watched to see how to operate it. He said they need to have monthly training and go over how to use the hand tools because they can cause a very severe injury. Ramirez said he has experienced that the new employee doesn't know how to do a lot of the basic duties and needs to be shown how. He said that they are in a very challenging situation now and make sure an employee knows how to use a piece of equipment before give it to him. Schaefer said it is as easy as asking someone if they know how to use a tool. He said a lot of people in the City are getting hurt because they are using a tool for everything but what it is intended to be used for.

C. Driving In The Rain: Schaefer said according to the National Weather Service we are going to have a very wet fall and we haven't had a hard rain in four or five years. This handout talks about wet pavement but it doesn't talk about when it first starts to rain. He said when it first starts the pavement is very slick because that is when the oil comes out of it. He said when you start sliding the best thing to do is relax, foot off the gas, no breaks, get control of the car again and then pull off the road. Schaefer said hydroplaning is different. He said hydroplaning is when you have lost control of the vehicle and you don't even know it. He said to check your tires and if you see City trucks with treads coming off of the tires, deadline the vehicle.

D. Safety Posters: Schaefer said he copies them and puts them in sheet protectors. He said he then staples it to the wall so when OSHA comes for an inspection then they will see the Safety rep knows what he is doing. He said the seat belt policy poster says everyone has to wear a seat belt. He said the safe lifting poster needs to be put where everyone sees it every day. Schaefer said if you can neatly put this up next to the fire extinguisher then do it. Schaefer said the Safe Work poster needs to be put up and we need to ask the employee how we can do this so this doesn't happen again. The last poster was about no cell phone use in City vehicles. Hubbard asked how much it would cost to put in hands free phones. Schaefer said it can be done but it is costly. He said it is the duty of the Safety Committee to make sure everyone is safe and if you see someone not being safe then informs them. Also tell your employees if someone is telling them to do something that isn't safe then he does not have to do it and if you go to a site and see something unsafe then stop the job. He said that it is better than having something happen, which by then it is too late.

5. *COMMUNICATION/DISCUSSION*

Schaefer said everyone came up with some good ideas on improving the committee. He said the next meeting to come in with some ideas on getting the employees involved. If you have supervisors not giving you time to do your job then talk to Candy Brown or call him.

Sellman said at City Hall they are having problems with falls at the back ramp in City Hall. The night crew applied a sealant on the steps so people wouldn't slip but it has made it more slippery. He said after it rained he almost slipped on the steps even though they have carpet at the doors. Sellman said the sealant is for dry surfaces. He said when you add moisture to the sealant it is very slippery. He said they have a carpet on the back ramp and it has helped and at the entrances there are signs to caution people about slippery if wet. He said you can wipe your feet on the carpet but when you get on the steps you will slide. Schaefer said he would look into it.

Davis said at the WWTP they have pumping stations and electrical boxes. He said a couple of weeks ago they had to rack in a breaker of 13,000 volts with no PPE. The electrician wouldn't do it because his PPE wouldn't cover it. Davis said our guys did it in T-shirts and jeans. He said he was talking about arc flashes and most of the stuff they work with is 480 volts but when you get to arc flashes at the sub stations you are talking about 13,000 volts and you can't even get protection for it. The best you can get is a suit with a hood and gloves which will help some. The suits are very expensive and they have to come out of their boot account so they don't have the funds for it. He said they have had three arc flashes and no one has been hurt but they were 480 volts. Davis said he got two shirts, gloves and shields which are for 500 volts which came to about \$700 and the PPE is expensive. Davis said this is a problem with all the plants because they all have the same systems and pumping stations. Schaefer asked if there was any way to turn off the power while working on it. Davis said yes, you turn it off at the mainstay but what happens if the main arcs on you. Davis said sometimes you have to have the 480 volts on to work. Schaefer said anything over 600 volts has to be worked on by a licensed electrician. Ramirez said that a municipality does not need someone licensed to work on building maintenance. Hubbard said if there was a contract for the work then a certified electrician would work on it. Davis said the WWTP Superintendent is having a study done by an electric company to let them know what the perimeters and the dangers are. The superintendent will also look into purchasing one PPE suit for the 13,000 volts. Schaefer said he would talk to the department head.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Britt Hubbard Second by: Glenn Hinton
Ayes: All Nays: None
Meeting was adjourned at 3:00 pm