

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
September 19th, 2013
CITY COUNCIL CONFERENCE ROOM
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:31 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
Michael Guinn, WTP/MPWTP

Roy Rodrick, Animal Welfare
Glenn Hinton, Parks and Rec.
Mike McCollum, Landfill
Cam Huynh, Drainage
Marlon Johnson, SWC
Jeffery Mowry, Equipment Maintenance
Candy Brown, Safety & Risk Officer

MEMBERS ABSENT:

James Breedlove, Revenue Services**
Leon McGahee, Cemetery*
Terry Sellers, Police Tech*
Britt Hubbard, Sewer Constr.**

OTHERS PRESENT: None

*excused

** unexcused

2. *MINUTES*

- A. Approval of minutes of July 18th, 2013
Motion by: Glenn Hinton Second by: James Bearbow
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

Don said the boot truck does have Red Wing boots on the truck. You can't go to the Red Wing store and buy from them. The City does not have a contract with them. Rusty Whisenhunt said the boot truck will continue to have Red-Wing boots on the truck.

4. *NEW BUSINESS*

- A. Work Zone Safety: Cones & Signs- Don Schaefer said he had witnessed a crew that was not using cones on the streets while they were

working. There needs to be at least 3 cones behind where the work is being performed for a distance of at least 20 feet. James Bearbow said they should also have signs up. Don said OSHA standards say if you are going to block a lane on a highway with the speed at 55 or better, you have to have signs starting at 1500 feet then every 500 feet. In town it is 500 feet. You have to have a sign that says lane closed ahead. You also have to have cones out. You cannot just have lights on the vehicle. James said they actually go by MUTCD. It states that you have to have a cone every 10 mph for what the speed limit is. You are supposed to have signs and cones.

Lights- Don said the color of lights on the vehicles matter; you cannot have blue & red lights. That is a state law. The only people outside of Police & Fire that can have blue & red lights are wreckers. The only time the wrecker can display those colors are when he is actually retrieving the vehicle. Once the truck starts moving the lights should change to white and amber. Amber & white are the only colors that we can use. If you have different color lights then they have to be changed to white and amber. Dennis sent out a memorandum to change all of the lights to amber & white.

Trailers- Don said if a trailer's chains are not hooked up properly, it is illegal. If it doesn't have lock up brakes and it comes detached from the vehicle and weighs over 3500 lbs, it is illegal. He said he sees lots of problems with trailers improperly hooked up. Every member of the GESC has the power to stop a vehicle if they see a safety hazard. If you are pulling a trailer with no lights in the rain or fog and someone rear ends you, then it is your fault.

PPE-Don said if you are in a construction zone, OSHA says you will have on a hard hat. If there is debris flying around, you will be wearing safety glasses. If you are weed eating, you need to have safety glasses on. You also need to be wearing ear plugs.

Vests- Don said if you are in the road, close to the road or possibly you could wind up in the road, you need to have a safety vest on. It is an OSHA and ODOL standard. Chew Allen said even if they are contractors and are working for the city we should be supplying them with safety vests. Rusty said the only way we can make them wear the vests is if it is in their contract. He said the contractor will be responsible if something happens to one of their employees. They are under OSHA standards but it is not a city liability. Marlon Johnson asked about temporary employees. Rusty said yes we provide temporary employees with their safety gear.

Hazard Assessment Forms- Don asked if everybody remembers the hazard assessment form. Every task that you do regularly, you should have one of those forms.

Work Area-Don said your work area is your work zone. Is it safe? Are your vehicles safe? You should check your area and your vehicles daily. You should be using a daily checklist on your vehicles. Mike McCollum asked about handles on a piece of equipment. If the handles are broke or are barely on and the employee has an accident with injury because the handle failed or broke. He has to appear before the IRB. Will he get

points? Is it preventable or non-preventable? Even if the Supervisor knew it was broke. Don said he would go after the Supervisor if he did nothing and new it was broken. The employee could still be held responsible because under the policy you do not have to do anything that you believe is unsafe. Mike said what about a backup camera that does not work and you backup and hit someone. Don said if the driver knows it doesn't work, why doesn't he have a ground guide. Rusty said if there is a safety issue then it should be dead lined but if you can make it safe, then you should do that. A work order should be put in to have it fixed. If the employee doesn't want to ask for a ground guide or wait on one, then he is putting the responsibility on himself. If accommodations are not made to make it a safe vehicle then he should not be using that vehicle. Mike said on the VARB, they had an employee get points for helping a customer remove debris from their trailer and he damaged another vehicle while doing so. It was brought up during that meeting that it is a city policy not to help customers remove their items or debris. Rusty said it is a policy that we do not help the customer unload. He said Justin needs to get with Larry Wolcott to get a copy of that policy. Mike said sometimes there are division policies. Rusty said if there is a council policy forbidding something then you cannot have a division policy to do it.

Office Area-Is the office area safe? Carpet torn, loose tiles, outlets burned up. These things need to be reported. Don said the office area is a work zone and needs to be safe. You also need to have fire evacuation plans.

Fire Extinguishers-Anywhere in a building you have to have an extinguisher within 50 feet. That is a state fire law.

Breaker Panels- Don said they have to be accessible. You cannot have things covering them or in front of them. You also have to exit doorways marked.

Hard Hats-Rusty said hard hat liners have to be changed yearly. You need to inspect your hard hat regularly. If there is any damage to your hard hat then it needs to be replaced. Currently it is cheaper to buy a new hard hat rather than replacing the liner. Don said you can get new hard hats from Green Guard and Atwoods. The City has an account with Atwoods but your name has to be in their computer. Your Supervisor can go to Finance and have your name put on the account. Green Guard is the cheapest place to also get safety glasses. Rusty said and also earplugs. There are differences in the rating in earplugs. Don and Rusty both gave examples of the different levels of hearing protection.

B. Meeting Location: Candy Brown said the next meeting will be at the New City Hall in the 3rd floor conference Room. The Wayne Gilley City Hall is closing down.

5. *COMMUNICATION/DISCUSSION*

A. Don said you have 10 days to ensure your employees have their 1st quarter training. The new quarter starts in October. Cam Huynh said he still has storm water videos, every division should watch them yearly. They do count toward your safety training. James Bearbow asked about Hazcom and Blood Borne Pathogens training. Candy said the 3rd & 4th quarter is when the Hazcom and Blood Borne classes are.

Don said the welding safety class is a pretty good class.

Candy said Great Plains has a new instructor. Kent went to Duncan.

6. *ADJOURNMENT*

A. Motion by: Glenn Hinton Second by: Jeffery Mowry

Ayes: All Nays: None

Meeting was adjourned at 2:18 pm