

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
October 15, 2015
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.	Michael McCollum, Landfill
Candy Brown, Safety/Risk Officer	Leon McGahee, Park & Rec
Chew Allen, WWC/WWM	Roy Rodrick, AW
George Farris, Drainage	Elton Rogers, IT
Glenn Hinton, Engineering	
Marlon Johnson, SWC	
Wade Lewis, MPWTP	

MEMBERS ABSENT:

Britt Hubbard, SSC*
James Bearbow, Streets/Traffic*
Bobby Finley, WD*
Jeff Justice, **
George Kroboth, SEWTP**
Jeffery Mowry, Equipt Maint**
Pennie Wolfe, Park & Rec*
Lindsay Tate, Police Tech*

OTHERS PRESENT:

*excused ** unexcused

OTHERS PRESENT:

None

2. MINUTES

A. Approval of minutes of September 17, 2015

Motion by: Michael McCollum Second by: Glenn Hinton

Ayes: All Nays: None Motion Carried

3. OLD BUSINESS

None

4. *NEW BUSINESS*

A. Job Hazard Analysis:

Schaefer passed out copies of the Job Hazardous Analysis section taken from the OSHA book. He discussed some of the general hazards when considering a job hazard analysis. Schaefer said first look at the ones that have caused accidents and injuries. He talked about making a checklist of questions to make you look for potential hazard in the work area, such as:

- Are noise levels high enough to interfere with communication?
- Are portable fire extinguishers readily available?
- Are emergency exits marked?
- Is the work area well ventilated?
- Are the chemical containers covered?

Schaefer talked about identifying hazards, such as; is PPE available and being used, guards on machines, does the task ever place the operator in an off-balance position, or is the operator wearing loose clothing that can get caught in machinery.

He also talked on protection against hazards and safety procedures.

Schaefer said he thought the City had a job analysis for jobs done repetitively. He said you should have this form filled out and put in your safety book for employees to read. He also said it should tell you the dangers of the job, the chemicals, MSDS is in there, what PPE is required, how many people required to do the job, what equipment is required, and anything required for safety for that job needs to be in that job analysis.

Schaefer said this is one of the better sections of this book.

5. *COMMUNICATION/DISCUSSION:*

Schaefer introduced Elton Rogers, the new at-large safety rep for all divisions except Public Works.

Brown said HR will provide lunch next month at noon for the GESC meeting. She said it will be on the regular day the GESC meets and everyone needs to tell their supervisor about the time change.

Schaefer said the employee injuries are down by 30% this year.

Brown reminded everyone about the Health/Wellness Fair on October 22nd. She also said there are 17 new safety DVDs in the HR office to check out. Brown said the HazCom classes are to be taken this quarter. She said you cannot watch videos on this anymore.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Lewis Wade Second by: Glenn Hinton

Ayes: All Nays: None

Meeting was adjourned at 2:30 pm