

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
November 15th, 2012
CITY COUNCIL CONFERENCE ROOM
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
Jeffrey Mowry, Equip Maint
Paul Caldwell, SWC
Chew Allen, WWC/WWM
Michael Guinn, WTP/MPWTP
Frank Davis, WWTP
Mike McCollum, Landfill

Glenn Hinton, Parks and Rec
Darrin Hall, Neighborhood Services
Bobby Finley, WD
Norman Busch, Streets
Roy Rodrick, AW
Joe Ramirez, Drainage
Candy Brown, Safety & Risk Officer

MEMBERS ABSENT:

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

OTHERS PRESENT: Tiffani Burk, HR
 Cam Huynh, Drainage

*excused

** unexcused

2. *MINUTES*

- A. Approval of minutes of September 20th, 2012
Motion by: Darrin Hall Second by: Glenn Hinton
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

A. Safety Incentives: Don Schaefer said there are a lot of rumors flying around about the safety awards. He said he heard the EAC made a commitment. Candy said the proposed changes went before the EAC. The policy is in the hands of Legal and once they give us a thumbs up then it will go before council. Council will make the final decision on it. Don said there is rumor out there that there is no high or low risk and everyone gets the same award. If this is true we need to remember that the city does not have to give us an award at all. He said what he understands is most people are going to make out on this deal. I would just sit back and see

what happens. OSHA doesn't require the City to give us an award. But they do recognize high and low risk but that deals strictly with your training. Starting next year we are going to get more in line with OSHA. There are some requirements that are not being met. Candy said are you referring to training. Don said yes he thought that some divisions were not doing their training and Candy assured him that they were getting all their training.

4. *NEW BUSINESS*

- A. OSHA: Don said there is a deal that him and Carl Dentler generated together and Jerry Ihler approved. It is not going to be kept just for Public Works. It is going to be disseminated throughout the City. It is supposed to be on your email. It is a booklet about 8 or 9 pages long with a City statement on the front. Every member needs to get a copy of that and start a safety book and keep all of that stuff together for OSHA. This book will cover tornados, earthquakes, fires, floods, shootings etc. It is very general. This would be good to show to your families. Joe said he received the email about this pamphlet and it should be printed out for each person in your division. They need to read it, understand it and ask any questions that they have about it and then sign it. The email came out yesterday. Don said evacuation routes should be kept in your book but they also should be posted in the division. There was a discussion about evacuations and exits in certain divisions.
- Don handed each member a copy of a document that should be in their safety books. It was an emergency action plan sheet. Don read the document and explained it. This document asked for names, phone numbers, evacuations routed & plans etc.
- Candy said every division gets giggered when OSHA comes out and looks at the evacuation plans. The divisions either don't have a plan or the one they have is wrong. Don said fire exits should be marked with a red light that is on continuously. There was a discussion about exit signs.
- Don said research this and put everything about safety in your book. If you get a new employee, sit down with them and go over the book and have them sign a paper stating that they read and understand it. Candy asked it that is happening. She said it is supposed to happen with every new employee within 30 days of hire.

5. *COMMUNICATION/DISCUSSION*

- A. Don said you as an employee have the right to not do something if you feel it is not safe, like driving a vehicle that the brakes are bad. There was a discussion about dead lining a vehicle and a lengthy discussion about getting vehicles fixed. Don said you need to educate your employees about vehicle safety. Candy said she will bring the safety papers to the

next meeting that she uses in orientation. Don said an employee has a right to protect himself and his fellow employees. Candy said safety is everyone's responsibility.

- B. Don handed out folders to each member titled "Medical and Reporting Workers Comp Kit". He went over the contents of the folder which included: Admin Policy 2-3, report of injury forms, instructions for completing the forms, accident report forms, vehicle damage review forms, authorization for treatment forms and Admin policy 3-21.
- C. Don said Public Works Reps, when it comes to the IRB meetings, you can go and represent your people. You can go even if Carl Dentler is there to represent them. All of the other reps, it is your duty to be there with your employee or be there to represent them. That employee knows you but he doesn't know the people on the Board. Also if you or the employee can't make the meeting please let Candy know. Don let the members know that there will not be an IRB meeting in November.
- D. Don wanted all the members to know that pictures are good for the vehicle accidents as well as the injuries.
- E. Don said OSHA's website has a lot of safety information on it. Everything is free on their site. You can get signs to be posted from their website. He said every piece of equipment that requires eye protection needs to have a sign posted above it.
- F. Candy said she would like to see that every division has vehicle check off sheets that they use every time they get in a vehicle to drive it.

6. *ADJOURNMENT*

- A. Motion by: Darrin Hall Second by: Norman Busch
Ayes: All Nays: None
Meeting was adjourned at 2:37 pm