

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
November 20, 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 1:35 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
Jeffery Mowry, Equipment Maintenance	Chew Allen, WWC/WWM
Stephen Sellman, Neighborhood Services	Joe Ramirez, Drainage
Leon McGahee, Cemetery	Candy Brown, Safety & Risk Officer
James Bearbow, Streets	Pennie Wolfe, Parks & Rec
Wade Lewis, MPWTP	

MEMBERS ABSENT:

Frank Davis, WWTP**
Roy Rodrick, Animal Welfare*

OTHERS PRESENT: None

*excused ** unexcused

2. *MINUTES*

A. Approval of minutes of September 18, 2014
Motion by: Glenn Hinton Second by: Britt Hubbard
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. Virus Protection: Schaefer said this year is going to be a bad flu season. They are saying don't rub your eyes and they are to avoid large congregations of people. He said to find out your employer's plan if an outbreak of flu occurs. He said he has always been told if

you are sick then stay home especially if you have a fever. Wolfe asked what you do if someone is sick in the office and they won't stay home. Schaefer said he didn't know but suggested talking to the supervisor or Director and tell them the problem and you would like the co-worker to go home. Allen said there are some people who don't have the leave time. Hubbard asked if they can send them home. Brown said you need to go to a supervisor. She said normally if you talk to the person and explain that he or she is putting everyone at risk then they will go home. Brown said she would talk to the Asst. Director of HR, Sherry Anderson, and ask what the next step is if the supervisor will not send the employee home. She said she knows that HR can refuse to clear a person to go back to work if they are contagious. Schaefer said they say stay at home 24 hours after the fever is gone.

Brown said after 48 hours you should be okay to be around people. Johnson asked as a supervisor can you only ask them to go home. Brown said yes you can ask but cannot demand they go home. Allen said you can't demand the employee to go home if they are feverous. Brown said a supervisor can call HR and ask HR to request the sick employee be cleared by a physician. She said if the supervisor knows the employee is ill and Anderson from HR agrees then they can send them to a physician and receive a note saying they can return to work. Bearbow asked what if the employee has no leave time. Brown said the employee would have to leave and be cleared by a physician. She said the employee leaves at the time HR makes the request. Brown said you can't force someone to leave. She said it is very difficult to tell if someone is contagious and one person may be able to perform their job duties while another person may not be able to and have the same illness. Allen asked what the repercussions are if someone doesn't want to work with an ill employee. Brown said if this is the case and you have talked to your supervisor then contact HR. Schaefer asked Brown if she can find the answer from Anderson about this. Brown said yes. Ramirez read the City Policy about supervisors sending an employee home due to illness. Schaefer asked what policy Ramirez was reading from. Ramirez said Chapter 17 Personnel Policies and Procedures, 17-1-6-163 Sick Leave, OJI and Bereavement. Ramirez said the policy doesn't say anything about contacting HR. Brown said she was surprised it didn't mention the Directors. Schaefer said in regards to the flu, you are infectious one day before you get the flu symptoms and 5 to 7 days after you get the symptoms. Hubbard asked if the committee can request HR send all the supervisors and Directors a letter reminding them of this policy and a copy also go to the safety representatives. Brown said yes she would do that. Brown asked the supervisors if they would feel uncomfortable sending someone home if they were sick. They said no and that was part of being a supervisor. Schaefer said you are protecting the safety of all the other employees by sending an ill employee home. Ramirez said he talked about this with his Superintendent and he said they have sick leave and it's there to be used. Brown asked if his division requests a doctor's slip. Ramirez said only if they are gone for 3 days then he will request a doctor's note.

- B. Frost Bite: Schaefer gave everyone handouts on Frostbite /Hypothermia Awareness, Winter Season Hazard Awareness and Frost Bite- Cold Stress Equation. He told everyone to put them up in their divisions for all employees to see. Schaefer said he is aware by sitting on the Injury Review Board that there are just as many injuries in the winters as the summers. He talked about the Winter Season Hazard Awareness and said

the first section talks about dressing appropriate. He said dress in layers so when it gets warmer. He said the handout says to walk like a duck with slow and smaller steps to keep from falling on the ice and snow. Schaefer said there were a lot of people who got hurt in the ice storm last year. Hubbard said those were serious injuries. He said in the mornings after a snow and it is melting to remind their employees in their divisions to be extra careful getting in and out of their vehicles and walking. Schaefer said if you enter a building and see water on the floor put some kind of marker on the floor until it is cleaned up. He said there is a big problem in City Hall building in the winter. Schaefer said now is a good time to get the salt to put on steps at your building. He said don't walk distracted and keep your eye out for the ice. He said stay dry because when you are wet that is when you get cold and wear hat and gloves because that is where you lose half of your body temperature. Schaefer said if you see someone's skin turn white and blue warn then they are getting frostbite and work in pairs. He said most of the boots the City buys are waterproof and insulated. He went over the hypothermia and frostbite symptoms along with first aid for both.

Schaefer went over the other hand out on Cold Stress Equation. He said if your temperature falls below 98.6 then you are in trouble. He said do not rub the affected area because that will damage the skin and to place the area in warm, not hot, water to slowly warm the tissue. Schaefer said this handout has a stress thermometer on it and shows when the real damage occurs. He said damage starts at 10 degrees below 0 and when it gets down to 20 below you are in the extreme danger. Schaefer said the National Weather predicts we are in for a cool but wet winter and that is when people get frost bite especially on their feet and hands.

Allen asked if there was a City policy stating how cold the temperature should be before employees can go out and work. Brown said not that she knows of. Ramirez said the Street division goes out in very cold weather to sand the roads. Bearbow said it is encouraged to take frequent breaks. Wolfe asked if there was a policy about going to work when the roads are bad with ice. Brown said there is no policy on inclement weather but there have been a few instances when employees have been told to stay home unless they are key personnel.

5. *COMMUNICATION/DISCUSSION*

Brown asked if anyone is have problems with the new Smoking Policy that is in effect.

No one has had any problems. She said HR has information for programs to help people stop smoking. Brown said Blue Cross will cover the over the counter medication to help with this.

Schaefer said HazCom training only happens once a year. He said there is only one class this month to take it. Brown said most all the divisions have scheduled to go to this class. She said the problem is they schedule to go but don't show up for class. Hubbard asked if this will affect their Safety Awards. Brown said yes. Schaefer said it is not the safety reps responsibility to make the employee go to the class but make them aware of the class.

Bearbow said the divisions need to let Traffic Control know if they want to set up signs or cones for their projects. He said if they don't and there is an accident then the City is

liable. Bearbow said to make sure you let him know when the project is finished so they can pick up the signs.

Lewis asked if the arc flash suits come out of the clothing account. Brown told him to get with whoever does his budget and ask. Schaefer told Lewis to call him and he will give him the answer.

Hubbard said Public Works will have a hearing conservation program soon and for the divisions to get their paperwork in.

Mowry asked where to take the fire extinguishers to be serviced. Schaefer said Fire Station 6 on SE 45th Street and there will be no charge. He said make sure you call them first to see if they are there. He also said to put your division's name on the extinguisher with a permanent marker so the fire station will know who they belong to.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Jeffery Mowry Second by: Leon McGahee

Ayes: All Nays: None

Meeting was adjourned at 2:40 pm