

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
December 20th, 2012
CITY COUNCIL CONFERENCE ROOM
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:32 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.	Norman Busch, Streets
Britt Hubbard, Sewer Constr.	Bobby Finley, WD
Paul Caldwell, SWC	Chew Allen, WWC/WWM
Roy Rodrick, AW	Frank Davis, WWTP
Candy Brown, Safety & Risk Officer	Cam Huynh, Drainage

MEMBERS ABSENT:

James Breedlove, Revenue Services**
Leon McGahee, Cemetery**
Lindsay Tate, Police Tech**
Mike McCollum, Landfill*
Michael Guinn, WTP/MPWTP**
Jeffrey Mowry, Equip Maint**
Darrin Hall, Neighborhood Services**
Glenn Hinton, Parks and Rec*

OTHERS PRESENT: Tiffani Burk, HR

*excused ** unexcused

2. *MINUTES*

- A. Approval of minutes of November 15th , 2012
Motion by: Norman Busch Second by: Roy Rodrick
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

- A. Frostbite: Don said we are coming to that time of year when it starts getting cold. He handed out some information about frostbite. He said to have all your people read this and you might want to put it in your safety manual. He said the body will sacrifice an extremity to protect your heart

and the brain. It will stop blood flow to your fingers first. There are certain levels of frostbite. It can be so severe that they will have to remove an extremity. The information provided included frostbite causes, symptoms, diagnosis, treatment & prevention. Britt said this was something that probably should be brought up in their department safety meetings. He said he assumed that everyone has not had a problem getting gloves for the winter for everyone in their department. Don said you can buy those on your 201 account from SESCO or any mechanical store. The City has an account with Surplus City. You can get good deals there. Don said he recommends 2 pair of socks, nylon and wool or cotton. Wool will hold its heat when it gets wet. He said you are going to have to watch out for the new guys.

- B. Emergency Preparedness: Don said he and Carl Dentler generated this. He handed out a 10 page Emergency Preparedness Guide. He said supposedly it is on the city email. Every office in the city should have a copy of this. He said you should put a copy of this in your employee handbook. Every new employee needs to read this. Candy said this is a little different than what she hands out at orientation. But she said they did a good job on this guide. Don said the credit needs to be given to a bunch of college students at Cameron. It is quick, simple but it is not vague. Everything that you need to know is in here. Don said one of the best things in this guide is about evacuating people with special needs. Most of us don't have those people and we don't think about it. Also he wanted to point out about fire extinguishers, on page 6, remember the PASS method. There should be a sign over every fire extinguisher or right next to it covering this method. That way they can have some kind of idea what to do with it. Britt said none of us are emergency responders. Candy said that is correct.

5. *COMMUNICATION/DISCUSSION*

Don said everyone needs to put together a safety book. On the website you can get the policies on injuries, vehicle accidents, and safety incentives. He said you need to tell your employees when they get in a vehicle and leave the public works yard, they better be wearing their seatbelts. He said he found out today that some people are told that they don't have to wear their seatbelts. Carl is working on a memorandum right now. It is basically going to state, when you do your vehicle inspection and you feel that your vehicle is unsafe. You can do one of two things, you can go to your supervisor and tell them it is unsafe or you can take it to equipment maintenance and deadline it. He said we should have had this a long time ago. Another new policy with the City Manager is; other people can be held accountable for your injury. That will be addressed further in the near future.

Don said after the first of the year he would really like to get on this safety program. He said there is a lot more that we could be doing. He said for a while there he was wondering why we were even having safety meetings. You guys can put anything on the agenda if you want to. We are having way too many accidents.

Don said another thing to hit on again, chains on the trailers, they have to be crossed. If the chains are crossed and the trailer comes off then you will have more control and the trailer hitch will not hit the ground. If you have a trailer with no chains then don't tow that trailer. If they don't have lights that work then don't tow it. Britt said if you see someone pulling out of the yard and their lights don't work, let them know. Discussion about trailer safety. Don said little accidents could cost a lot of money.

Don said you guys should have a safety meeting about the holidays. Lecture them about drinking and driving and about the kids getting out of school and being outside on the streets. Everyone needs to be careful.

Candy said if an employee is off (your scheduled time off) and they are supposed to come to the IRB or the VARB meeting, then the City will compensate them for the time that they attended the meeting. Don said also if you are unable to attend one of those meetings please let someone on those boards know.

Britt asked about the safety awards. Candy said the policy is going to council in January. If it is approved then the process will start to get the checks out to the employees. Britt said is it correct that we will get the same amounts that we got previously, but not get bonds. Candy said no that is not correct; the monetary awards are based on the new policy. They have already received the days off awards and they were based on the old policy. Britt said he will have to go back to his EAC minutes because that is what he thought was going to happen.

Don said February is Blood Borne Pathogens and it is required by Oklahoma Department of Labor. Everyone will have to take the class. It is a requirement. Candy said she received several calls about employees not getting to take the Haz Com class. She said there were 15 classes that they could have attended. Don said email Candy a list of your employees and the training that they received. Candy said one of the changes to the policy is about training. It is not going to be quarterly training; it is going to be 6 hours per fiscal year. Blood Borne and Hazcom are 4 hours so there are only 2 more hours that you have to come up with. This has not been approved yet but that is what the proposal is. She said she is going to try to get the trenching and shoring class for February. Chew asked about a first aid class. He said they were talking about having the supervisors and the principals take a first aid class. Candy said that class normally holds 8 people. She said she can set up a morning and an afternoon class. Chew said he will send her a list of people that might be interested in that class. Candy said that will be good so she will know how many classes to get set up.

6. *ADJOURNMENT*

A. Motion by: Britt Hubbard Second by: Norman Busch

Ayes: All Nays: None

Meeting was adjourned at 2:20 pm