

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
July 18th, 2013
CITY COUNCIL CONFERENCE ROOM
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.

Leon McGahee, Cemetery

Glenn Hinton, Parks and Rec

Cam Huynh, Drainage

Rusty Whisenhunt, Engineering

Candy Brown, Safety & Risk Officer

Roy Rodrick, Animal Welfare

James Bearbow, Streets

Bobby Finley, WD

Frank Davis, WWTP

Britt Hubbard, Sewer Constr.

MEMBERS ABSENT:

James Breedlove, Revenue Services**

Mike McCollum, Landfill**

Jeffery Mowry, Equipment Maintenance**

Chew Allen, WWC/WWM*

Michael Guinn, WTP/MPWTP**

Darrin Hall, Neighborhood Services**

Paul Caldwell, SWC*

Terry Sellers, Police Tech*

OTHERS PRESENT: Tiffani Burk, HR

*excused

** unexcused

2. *MINUTES*

A. Approval of minutes of June 20th, 2013

Motion by: Glenn Hinton Second by: Britt Hubbard

Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

A. Form: Don Schaefer said Rusty Whisenhunt came up with a form that he used in the past. We talked about this before. Use this form if you see something that is a possible disaster. You can use this for onsite safety inspections. It is pretty cut and dry, it either applies or it doesn't. It is a yes or no form. You can use it on the job sites. The form was passed out to all the safety representatives. Part of the form asks about personal Protective Equipment (PPE). Don said he sees a lot of guys in sneakers. They

could be steel toed sneakers. Britt said we don't get Red-Wing through the boot truck anymore. They are using all different brands of shoes. Don said he will check to see if Woodward's has a contract with the City.

4. *NEW BUSINESS*

A. Elect New Chairman & Vice Chairman: Don said it is that time of year to elect a new Chairman and Vice Chairman. Motion by Glenn Hinton with a second by Roy Rodrick to re-elect Don Schaefer as the Chairman and Britt Hubbard as the Vice Chairman of the General Employee Safety Committee. Ayes: All Nays: None Motion Carried

5. *COMMUNICATION/DISCUSSION*

Britt Hubbard said the problem is getting input from employees. We need to find a way to encourage employees to give some input. If something needs to be done about a safety issue, they need to contact a safety rep so it can be talked about in the meetings.

Don said we can come up with these ideas and implement them but if the supervisors won't go along with us then we are spinning our wheels. He wants to get with Rusty because he wants to start doing gate checks on the vehicles. He is going to look for hard hats and eye protection and steel toed boots. Also chains that are hooked up correctly, lights that work etc. He said if he finds something wrong with the vehicle or trailer, he is going to send them to Equipment Maintenance. He asked Rusty if he would back him up. Rusty said that is why he wants to get those cards on the vehicles. It is just a pre-trip inspection card. Britt said they used them under the construction side. James said they use them and they are on the backside of their time cards. The members discussed the Supervisors getting involved. Don said you cannot take a vehicle to Equipment Maintenance without putting in a formal request from the computer. So that is why the Supervisors have to get involved. Rusty said there is about 5 items that you can go to Equipment Maintenance for without a request. Such as flat tire and windshield wipers. Rusty said the reason behind the requests is to track the maintenance on a vehicle so we see if it is costing us more to repair the vehicle than it is worth. The members discussed dead lining vehicles.

Don said Dennis Bothell has gone up to 8,000 mile oil changes. He said you guys need to check the oil in your vehicles. Britt said the guys need to be reminded that they will be held responsible for the vehicle if they drive it. He said that is why he agrees with the pre-trip inspection cards. Rusty said there is repercussion with the checklist cards. If you mark everything ok when you start the day and the truck shows up damaged at the end of the day. You say it was that way when you got it, well you didn't put that on the card at the start of the day so it looks like you damaged the truck. That means you will be held accountable for what you put on the form. Don said don't be afraid to say something needs to be fixed on your vehicle. Don said when you have your safety meetings in your divisions tell your people to watch out for each other.

Don said the City allows you as safety reps 10% of the day to spend on safety. Such as going to a job site looking around to make sure everything is safe. 10% of a day is 48 minutes. We have been lucky this year, nobody was seriously injured.

Rusty said Wastewater Collection has got the door mounted up in the hallway so by the end of the week they should have everything set up so that door will be unlocked after hours as a safe house for bad weather. Bobby Finley said what about getting signs up. Rusty said they will work on getting signs.

Candy Brown said August 7th and 8th; United Safety & Claims will have an Inspector down here. They are our Comp people. Later in the month we will have a Department of Labor inspection. She said she doesn't know what department they will go to. They will have a check off list that they go off of. If you want a copy of last year's then let her know. Don asked Candy to send the reps last year's check list.

Bobby asked about the key to the Safe house. Rusty said Jackie Somerlott has processed a PO to get the keys made. She had to wait until the first of July to start on that.

Britt asked about the Safety Awards. Candy said as far as she knows they will be the same as last time. We have a couple of injuries that are pending and she is almost done tracking the training. She will send out the list soon to be checked by each division. James asked how much training is required. Candy said Low Risk is 1 hour training per quarter and High Risk is 2 hours per quarter. Don said 2 quarters per year are covered. One is Blood Borne Pathogens and the other is Hazardous Communications.

Cam Huynh said he has storm water videos available if anyone wants them. Britt said that would be an hour of training with that video. Don said the Fire department has videos that you can watch. Clint Wagstaff, the County Emergency Management Director has videos about Storms. Rusty said FEMA has online classes that are free on safety.

6. *ADJOURNMENT*

- A. Motion by: Britt Hubbard Second by: Cam Huynh
Ayes: All Nays: None
Meeting was adjourned at 2:15 pm