

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
February 20th, 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 1:30 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.	Marlon Johnson, SWC
Britt Hubbard, Sewer Constr.	Frank Davis, WWTP
Bobby Finley, WD	James Bearbow, Streets
Roy Rodrick, Animal Welfare	Glenn Hinton, Parks and Rec.
Mike McCollum, Landfill	Stephen Sellman, Neighborhood Services
Cam Huynh, Drainage	Jeffery Mowry, Equipment Maintenance
Lindsay Tate, Police Tech	Chew Allen, WWC/WWM
Candy Brown, Safety & Risk Officer	

MEMBERS ABSENT:

James Breedlove, Revenue Services**
 Leon McGahee, Cemetery*
 George Spicer, WTP**
 Rusty Whisenhunt, Engineering**

OTHERS PRESENT: None

*excused ** unexcused

2. *MINUTES*

A. Approval of minutes of January 16, 2014
 Motion by: Cam Huynh Second by: Glenn Hinton
 Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

A. New Accident/Injury Report Form: Candy Brown said she sent the tutorial out for them to review the forms to see if they had any questions about filling them out. They discussed the color coding on the forms. Candy said in September or October, the Supervisors had training on the forms. Don asked if PPE got put on the form where it talks about proper safety procedures. Candy said yes it did. Candy said she put a memo on the new forms at the bottom that disciplinary action should not be

issued prior to the Board meeting. Bobby Finley asked if they were supposed to pass the information on to the Supervisors about no disciplinary action taken prior to the board meetings. Candy said the Supervisors already had training about that. They discussed double jeopardy. The employee is not supposed to receive any type of discipline prior to the VARB or IRB meeting. Candy said the type of wording on the form is what they need to watch out for. They should not put on the form that they counseled the employee. They could put that they cautioned the employee or went over the policy. Don asked if the changes to the form have to go before the City Manager. Candy said no it does not, they are just adding a memo at the bottom. Glenn Hinton thinks that the Supervisors believe that they should put on the form that they did discipline the employee because the way it is worded. It says Supervisor's summary of corrective action. Candy said at their training they were told how to fill out that question. She said also by her adding the memo hopefully it will help them remember. Bobby asked about discipline after you are issued points. He asked can the supervisor discipline the employee after the points are issued. Candy and Don both said that discipline is part of the recommendation of the Board. The Board issues points to the employee and then sends a recommendation letter to the supervisor recommending discipline based on the number of points issued. Lindsay Tate said what if the Board doesn't award points but the Supervisor feels that they were unsafe and issues them discipline. Candy said they can, what the Board recommends is just a suggestion. Don said the Board is basically issuing points toward their safety record and not disciplining them. The actual discipline is issued by the department.

4. *NEW BUSINESS*

A. Safety Representative Responsibilities: Don said the safety committee is supposed to have 16 members on it. Each member represents a different section of the City. In the meetings, information is given and it is up to you as a safety rep to give the information out to your people. The Chairperson is selected once a year. The representatives are supposed to be appointed either by the City Manager or the Public Works Director. Most of you were appointed by your Supervisor. If you want to get out of it after 6 months, you can go to your supervisor. Don said he doesn't like that because it usually takes at least 6 months for a rep to learn everything. They want the reps to volunteer. The safety rep is supposed to be familiar with the job duties of the employees that he represents. He is supposed to be familiar with their work environments. He is supposed to be allowed to visit his work unit job sites periodically to inspect for safety compliance and as necessary to investigate injury or vehicle accidents. The supervisor will ensure that sufficient time is given to complete the safety related activities. Don said part of those activities are to attend the safety committee meetings. He had a rep tell him that his supervisor would not let him attend the meetings. Don asked is there something we can do about that. Candy said we could contact the division and let them know that the meetings are important. Don continued with the rep responsibilities. He said that reps are authorized to directly contact any employee that they represent to correct an unsafe behavior or unsafe work condition. They have the right to suspend any work activity that they feel is unsafe. The Safety & Risk Officer, the Division Supervisor and the Safety Representative will meet on the jobsite until the issue is resolved. Don said he has been telling the members all along about this. They cannot issue you discipline for

stopping an unsafe act. Safety Reps will assist supervisory personnel in the investigation of all injuries or vehicle accidents involving employees that he/she represents. You may function as hazardous communications coordinator and fire extinguisher monitor for the work units. Don went over the Supervisor's duties as far as safety. He said if someone gets hurt on the job, it costs the city a lot more time and money then doing it right. Britt said Rusty Whisenhunt is the Public Works Safety Officer and he echoes the exact same thing for anyone in Public Works. He has started to take more action as far as us being able to get safety equipment or items. He has said you can contact Rusty about safety issues. He said they are also in the process of doing the lockout/tagout. Don said it says that the safety rep serves as a voting member on the IRB and VARB. In Public Works who gets the vote if Rusty comes and the safety rep comes. Candy said we had a meeting with Jerry Ihler and it was when Carl Dentler was here. Jerry said as far as Public Works goes Rusty gets the final vote. She said you as safety reps can voice your opinion and give information. James Bearbow said that Rusty told him that he depends on the recommendation of the safety rep because you have been right there with the employee. Don said Rusty is like him, he said he will ask the safety rep what their recommendation would be and unless he totally disagrees with it, he will go along with them. Britt said he thinks Rusty expects the safety reps to show up at the meetings.

5. *COMMUNICATION/DISCUSSION*

A. Candy said she would like to welcome Lindsay Tate back as the Police Tech safety representative.

B. Don said storm season is coming up. Bobby Finley said they still do not have a key for the Public Works shelter. Roy Rodrick said to ask around because they got a key and it was there a few weeks before he knew about it. Bobby said what is the update on the stairwell. Chew Allen said the key is for the stairwell but there is a door that locks the main area of the shop. You just need to get under the stairwell. It is concrete walls.

C. Lindsay mentioned the cross walk in front of the Police Department. She said people don't see it and they drive through there and don't realize that it is a cross walk. She said the lines are faded.

6. *ADJOURNMENT*

A. Motion by: Glenn Hinton Second by: Cam Huynh
 Ayes: All Nays: None
 Meeting was adjourned at 2:01 pm