

Safety Committee Meeting
Wednesday, May 30

In attendance was: Jennifer Clark, Pam Culbreth, Jack Daulton, Shannon Wiles, Jim McKee, Diane Jolly, Diane Dunn, Kathy Hutchings, Jennifer McKinney and Patsy Richardson representing Allen Caldwell. Also, in attendance was Shanna Caviness, Marsh Risk Consultant Representative.

The Safety Committee met on Wednesday, May 30th, 2:00 PM at the HD/DSS conference room.

Minutes of the April meeting were approved.

The following updates from departments were given:

- *Assessments of outlets in the County Office building have been done.
- *Register of Deeds ready for inspection.
- *156 employees attended the defensive driving class.
- *A walk through inspection has been done in the Library and DSS.
- *DSS next safety meeting is scheduled for July.
- *EMS walk through was not as good as anticipated.

Old business was reviewed:

Safety inspections of County Office building. Jerry Simmons found a number of items that need attention. Immediate needs taken care and thanks to the Maintenance Department was extended. Jennifer stated that small purchase items to correct safety issues would need to wait until new budget.

The Board of Commissioners giving a framework for the Committee has approved the Safety Program Policy Statement. Jennifer stressed the importance of safety being positive to encourage employee participation in trainings offered by the Committee.

Trainings held last month were 2 sessions of Ergonomics and Defensive Driving.

Several committee members attended the State Safety Conference.

The following is feedback on safety inspections of department:

- *Fire extinguisher needed near microwave in County Office building.
- *Alarms needed in Water Department trailer.
- *Discussion on space heaters – local fire departments allows heaters, however some department do not allow them.

Container Site inspection – Jennifer to meet with Randy Feierabend and discuss needs at sites. Patsy Richardson called attention to the shrubbery at the Collettsville site. The shrubbery has improved the appearance of the site, however it has created a blind spot when exiting the site as well as the park drive next to the site.

New business:

Components of Safety Program – discussion on duties of Safety Committee. Members are to serve as a liaison between the employees and committee. Members were asked to identify training needs for their

department and report to Jennifer by June 15. Also, asked to review general safety rules for their department.

Accident reporting and claims management information is covered in new employee orientation.

Members were asked to comment by June 6 on Safety Inspection Program.

Safety Recognition – it was suggested safety recognition be a part of the County Safety Program.

Employees in the County Office Building have raised a concern about air quality and a follow-up will be done on the testing.

Shanna Caviness, representative for Marsh Risk Consultant reported the County has received credits for Workers Comp.

A schedule for inspecting County buildings was passed around and committee members designated buildings they would inspect.

The Committee divided into teams and conducted an inspection of the HD/DSS. Following the inspection returned to meeting and discussed their findings.

The meeting adjourned.