

SAFETY MEETING MINUTES

January 28, 2010

Present: Greg Foster, 911 Communications Manager
Brad Gates, Risk Management Specialist
Josh Mitchell, Public Administration/ Solid Waste Director

Absent: Sandra Gregory, Human Resources Director
Cherry Kilby, Emergency Services Administrative Assistant

Guests: Leeanne Whisnant, Heath Director
Lisa Smith, PHN Supervisor
Christine Ward, Resource Center Case Manager

MINUTES: Minutes of October meeting were approved as read.

ACCIDENT REVIEW UPDATE: From information provided by Sandra Gregory; Brad Gates reported 43 total incidents for calendar year 2009. 13 of the incidents were recordable injuries, with 5 resulting in lost time. This is an increase over the previous 3 years, and may indicate that safety awareness needs to become a higher priority.

EMERGENCY ACTION PLAN: Mr. Gates informed the group that he had met with Chief Jailer Michael Harrison, Emergency Services Director Russell Greene, and 911 Communications Manager Greg Foster regarding the Emergency Action Plan for the Jail. Mr. Harrison was brought up to speed on the EAP, and some important details had been finalized. Mr. Foster confirmed the positive outcome of this meeting. It is unknown whether the EAP is in written form at this time.

Ms. Kilby informed Mr. Gates she needed additional materials for the EAP flipcharts. She will complete the flipcharts when the materials arrive.

DEPARTMENTAL GOALS: No update at this time.

SAFETY INSPECTIONS UPDATE: Mr. Gates reported that the committee had performed the Annual Safety Inspections as scheduled. No major problems were found, however several minor problems seemed to reoccur, or to not have been completed since the previous year. Mr. Gates also said he would like to have a more organized inspection routine, not because of quality of inspection, rather to save time. Mr. Gates will be meeting with Maintenance Supervisor Pete Bunn to discuss the status of the incomplete/unreturned annual checklists.

POLICY UPDATE: Mr. Gates will get the scheduled policies to the committee members for review before the next meeting. Due to more pressing priorities, recently reviewed policies had not yet been updated and submitted for approval. Mr. Gates intends to complete this update within the next few weeks.

TRAINING UPDATE: Per Mr. Gates, New Employee Orientation, Fire Extinguisher training, and Hearing Conservation training had been recently completed. The 2010 training schedule has been posted to the County website. Mr. Gates still needs to secure the locations for some of the training.

The next training will be First Aid/Bloodborne Pathogen/CPR recertification in March.

WORKER'S COMPENSATION: Carla Grit, from Keyrisk was unable to attend this meeting, so no report was given.

OTHER: Mr. Mitchell and Mr. Gates recently completed an audit/recertification of the equipment requiring Lockout/Tag out protocol. All locks and tags were found to be in the possession of authorized personnel, and a couple of changes to the equipment list have been made.

Mr. Gates informed the committee about the buildings that would need to be added to the list of responsibility. The new location for Emergency Services, the relocated Detectives Office, and the Chamber of Commerce building all need to be inspected.

Enforcement of safety policies was brought up by Mr. Gates. He believes the policy needs more strict punishment for violation, and a clear-cut standard for enforcement.

Ms. Whisnant told the committee about her new interactive "I-Clicker" presentation system. This system allows the training group to participate by anonymously answering questions presented during the training. Ms. Whisnant has offered to make the system available for safety training.

Meeting was adjourned at 10:10 a.m.

The next meeting will be Wednesday, April 28th, at 9:00am

The next safety inspections are scheduled for Thursday, February 25th, at 9:00am