

SAFETY COMMITTEE MEETING MINUTES
November 29, 2007

MEMBERS PRESENT: Sandra Gregory, HR Director
Russell Greene, Emergency Services Director
Jason Williams, Asst. ECD Director
Billie Walker, PHN Supervisor

GUESTS: Suzanne Rinehart, Agriculture Extension Responder

CC: Rick French, County Manager

ACCIDENT REVIEW UPDATE: Y-T-D there have been 46 accidents (11 recordable with 5 of these being lost time). 3 lost time accidents are at EMS. We need to continue focusing on returning to work anyone that is injured in order to keep the lost time number reduced. The highest number of accidents is motor vehicle related. Out of the 46 accidents, 18 of these are motor vehicle related. The safety committee members requested to know what department the majority of the accidents are occurring. Ms. Gregory to provide a report and the committee will discuss some proactive measures to put in place. Fiscal year expenses are as follows: 03/04= \$108,066, 04/05 = \$101,578, 05/06=\$385,261, 06/07=\$15,239 and for 07/08 fiscal year as of November 29th our expenses = \$10.00 (yes.....ten dollars!!!!!!) Great job everyone!!!

SAFETY INSPECTION UPDATE: Kudos to all safety coordinators! The monthly inspections are being completed in a timely fashion. Great job! The safety committee has completed all 2007 departmental inspections. Ms. Gregory is going to follow up with Mr. Bunn, Maintenance Supervisor on the status of completing the items listed on the inspection checklist. Jason is revising the 2008 safety inspection calendar to allow the inspections to take place before or after the monthly safety meetings.

EMERGENCY EVACUATION PLAN UPDATE: The safety committee has re-discussed the number of evacuation drills per year that should be done. The committee agrees that the safety coordinator/responder should perform an evacuation drill one time for the first or last ½ of each calendar year and the safety committee will conduct one once a year on the opposite ½ of the year. This will increase our yearly drills to be two per year. The safety committee discussed how to perform evacuations at the parks, convenience sites, and landfill. The committee agreed that Mr. Mitchell and Mr. Presnell should have an in-service meeting with all employees advising them of procedures to use should they need to immediately evacuate a site. The recreation board should meet and discuss procedures for citizens to use should there be an incident in one of the parks. Mr. Greene agreed to work with Mr. Presnell and conduct an in-service training with the recreation board on what to do in the event of an evacuation emergency at one of the parks while citizens were present.

OTHER ISSUES: Ms. Rinehart reported that her first aid and CPR was going to be expiring in 2008. Ms. Gregory will get with Mr. Earp and Mr. Greene to get recertification scheduled. Mr. Greene stated that he has not had the opportunity to get an emergency button for the Board of Elections counter. He will resolve this before the election starts. Mr. Bunn, Maintenance Supervisor is working on fixing the fire alarm at the tax office so it will ring to the sheriff's office. Ms. Rinehart stated that the outside lights at the agriculture extension office are not working. Ms. Gregory requested Ms. Rinehart to submit a maintenance work order and to send a copy to Ms. Gregory. Ms. Gregory is to look into the expense of placing whistles on emergency vehicles due to the large number of deer being hit this year. Ms. Walker suggested that we look into what department is having the excessive vehicle accidents and notify the department head of this number. Mr. Greene stated that we need to track the drug and alcohol testing

for these vehicle accidents because that is an expense. The committee agreed. Ms. Gregory stated that we really needed to begin focusing on reducing our property & liability claims because this is going to create an expense to the county. Mr. Greene was asked to make defensive driving training urgent. Ms. Gregory will provide him with the list of names of those that need training.

Our December meeting will be to recognize our coordinators and responders for an outstanding job in 2007 and to thank them for what they have done. Ms. Caviness, Risk Control Consultant will be joining us for breakfast and talking about our progress in our safety program. We will also be distributing some departmental goals for them to communicate to their department. We will meet at 9:00 am on December 20th. Ms. Gregory is to notify every one of the time, place, and date in the near future. The safety committee will briefly meet to discuss the details of this meeting in the near future.

INCIDENT INVESTIGATIONS: The safety committee is looking at a way to complete the accident investigations shortly after the department head investigates it. These investigations should be done immediately. We also need to encourage our department heads to better investigate the accidents and have the employees' better detail how the accident occurred. In reviewing some of the accidents, it's very difficult to determine what truly happened due to lack of detail. We may need to consider some further education regarding this subject.

DUTIES ASSIGNED:

Sandra Gregory:

1. Follow up on whistles for emergency vehicles.
2. Complete October to do list.
3. Track cost of drug/alcohol testing for accidents.
4. Seek choices to discuss with committee members regarding immediate investigations.
5. Prepare departmental goals to be distributed in December.
6. Determine what department is having the majority of vehicle accidents.
7. Prepare agenda for December safety meeting.
8. Schedule first aid/CPR.
9. Send defensive driving list of names to Mr. Greene.
10. Send out invitations to coordinators/responders.
11. Get history of property & liability claims expense.
12. Call CVCC to schedule December meeting.

Russell Greene:

1. Get emergency button installed at board of elections.
2. Defensive driving.
3. Complete items on October safety minutes.

Jason Williams:

1. Revise 2008 safety inspection calendar.

Billie Walker:

1. Organize food for December meeting.
2. Send cost of drug/alcohol testing to Ms. Gregory.