

Safety Committee Meeting Minutes

January 29, 2015

Present: Jeannie Durham, , Jerry Lord, Craig Culp, Gary Williams, Jennifer Hoffman, Laurie Rasmus, Jeff Scheibly, Tammie Esposito, Pat Berter, Sheri Wallace, Dianna Heyer, LouAnn Hollon, Mary Eaton

Committee Members Absent: Joe Moretti

Next meetings: March 26, 2015 @ 1:30 p.m.
Meetings in 2015 will be held every other month
May 28, July 30, Sep 24, Nov 19

Old Business:

Reports on goals

- Safety Tours –
 - First go-round tours were conducted in DPBC buildings between June, 2013 and June, 2014. A second tour, starting with the County Office Building, will be scheduled starting in February with special attention to slip / trip / fall hazards, availability of step stools / ladders where needed, open file drawers; clutter, proper use of extension cords and power strips; use of space heaters; posting of emergency procedures & evacuation routes, placement of heavier items on bottom of shelves rather than at the top, etc... Tour group members include: Jerry Lord, Jeannie Durham, Jeff Scheibly, Craig Culp, Tammie Esposito. If a member cannot attend the scheduled tour, they will find a replacement by contacting another member of the safety team and asking them to go for them.

- Training –
 - Committee members agreed the Toolbox Talks are a good practice and decided to continue this process in 2015. Laurie Rasmus explained to those present about the medication disposal program and suggested it might be a useful topic.

- AED's –
 - All 4 units have been installed: two in the County Office Building, one in the Court Security area of the Courthouse and one in the LEC
 - 3 training sessions were completed. A total of 25 employees participated.

- Traction Devices –
 - 6 pairs were purchased and distributed to employees in various departments that volunteered to test them out and give feedback. Feedback was not positive enough to merit the purchase. Employees reported that the devices did not attach well to all shoes and could be a trip hazard if they slip off the shoe while the person wearing it was walking, the devices seemed to work ok in snow or on ice, but transitioning to normal pavement caused problems

because of the cleat type objects, putting them on and taking them off when there is not a place to sit down causes balancing issues. The committee decided the purchase would not be worth the expense.

- Emergency Drills
 - Tammie Esposito reported that they have a meeting set up with Nathan at the Historical Museum to discuss drills and plans.
 - Remaining locations for drills / plans include the LEC & Courthouse.
 - Dianna Heyer suggested Active Shooter Training / Drills be looked into. The committee liked this idea and Tammie will discuss it with Lt. Root and gather info for the next meeting.

- Safety Incentive Program Ideas / Recognitions
 - Small denominational gift cards (\$5) have been purchased from McDonalds & DQ. Members will watch for safe acts being performed, present them to the Safety Committee with a request for a gift card and then will give the gift card to the employee as a thank you from the safety committee.
 - Jerry Lord suggested a contest, similar to the County Food Drive, be considered to increase safety awareness. Dianna, Sheri & Jeannie will work on some ideas for the next meeting.

- Accident Review Committee
 - Next meeting will be March 5.
 - Department heads that have departmental issues being reviewed will be invited to the meeting to add to the discussion to find root causes and possible recommendations for preventing future reoccurrences.

- New Business
 - There were no suggestions from employees. Committee members were asked to circulate the word that the suggestion boxes that are posted in the Courthouse, LEC & each floor of the County Office Building can be used for safety suggestions as well as general suggestions.

- Departmental reports
 - Report from the Sheriff's Department:
Jeff Scheibly explained that they continually have training of some sort going on on a daily basis. Hazmat training has recently been completed. Taser re-training is done yearly. A new type of taser to be used by the patrols is coming soon. Body cams are being tested.

 - Report from Animal Control:
LouAnn Hollon reported that many changes have been made at the Animal Control Shelter including increased security which encompasses an active shooter program already in place. The back doors have been secured, and only staff, no volunteers, are allowed in the back. Uniforms & lanyards designate staff from volunteers and yearly orientation is required for all volunteers.

- Report from HR –
Sheri Wallace reported that she had been working on the yearly OSHA report which requires documentation of recordables which includes everything over and above simple first aid. There are 25 for the year and 7 of those are from slip/ trip / falls. Three were pretty serious requiring surgeries.
 - Report from DPBC –
Jerry Lord reported that they are stressing accident reporting. He explained that the more information they can gather, the easier to address.
 - Report from Probation –
Pat Berter reported that panic buttons have been installed in their new location and they continue to work on their departmental manual which will include tactics, home visit procedures, emergency evacuations, etc... They are looking at GPS units for their vehicles to increase the safety of their employees, especially when they go out on home visits alone.
 - Report from Treasurer's Office –
Criag Culp reported that they are doing what they can to be supportive of the safety culture. One of their employees recently participated in the CPR/AED classes and is also part of the traction device trial sampling.
 - Report from Health Department –
Dianna Heyer reported that either she or Carol Carlton who heads the Health Department safety committee would be attending the County Safety Committee meetings. She reported that the Health Department safety committee meets regularly and they conduct self-audits. They also took part in testing the traction devices.
 - Report from Highway Department –
Gary Williams reported that they do departmentally related safety training twice monthly in a meeting setting where the information is presented both verbally and everyone is given a written copy.
 - Report from Environmental Management –
Laurie Rasmus reported that the department's webpage features a new program that offers options for disposal of unwanted and expired medicine and suggested it might be included as a Toolbox Talk subject.
- Suggestion from employees – None
 - Reorganization ideas for 2015
 - Recap from today's meeting:
 - Safety Tours will begin with a 2nd look – revisit to DPBC locations
 - Toolbox talks will continue
 - Emergency drills will continue. Active Shooter drill information will be investigated.

- Safety Committee members will be on the watch for safe behaviors worthy of acknowledgement; present the instances to the committee with a request for a gift card thank you to present to the employee who presented the safe behavior
- Supervisors of departments that have cases / claims being reviewed by the Accident Review Committee will be asked to attend the Accident Review meetings
- All department heads will be invited to attend the safety committee meetings and will be asked to give reports on what they do to promote safety in their department.

Notes submitted by Jeannie Durham