

**Minutes**  
**GENERAL EMPLOYEE SAFETY COMMITTEE**  
**January 16<sup>th</sup>, 2014**  
**City Hall 3<sup>rd</sup> Floor Conference Room**  
**212 SW 9<sup>th</sup> St.**  
**1:30 P.M.**

The meeting was called to order by Don Schaefer at 1:35 pm.

1. *ROLL CALL*

*MEMBERS PRESENT:*

Don Schaefer, Electronic Maint.  
 Britt Hubbard, Sewer Constr  
 Bobby Finley, WD  
 Roy Rodrick, Animal Welfare  
 Mike McCollum, Landfill  
 Cam Huynh, Drainage  
 Candy Brown, Safety & Risk Officer

Marlon Johnson, SWC  
 Rusty Whisenhunt, Engineering  
 James Bearbow, Streets  
 Glenn Hinton, Parks and Rec.  
 Stephen Sellman, Neighborhood Services  
 Jeffery Mowry, Equipment Maintenance

*MEMBERS ABSENT:*

James Breedlove, Revenue Services\*\*  
 Chew Allen, WWC/WWM\*  
 George Spicer, WTP\*\*

Frank Davis, WWTP\*\*  
 Leon McGahee, Cemetery\*\*

OTHERS PRESENT: None

\*excused

\*\* unexcused

2. *MINUTES*

A. Approval of minutes of November 21 , 2013  
 Motion by: Britt Hubbard Second by: Glenn Hinton  
 Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

#### 4. *NEW BUSINESS*

A. Frost Bite & Hypothermia: Don passed out some information cards titled:

1. Winter Season Hazard Awareness: Slip and Fall Accidents, Hypothermia, Frostbite.
2. The Cold Stress Equation.

He said you can make copies of these cards and put them in your employee's trucks. You can also put them on the bulletin boards. Don said we are getting a lot of accidents where people are forgetting where they are at. If there is ice out there then please remind your people about the ice and be careful. If you work inside buildings and you mop a floor, you need to put a wet floor sign out. When you enter a building, kick off the snow of the bottom of your shoes. Also if you are driving a vehicle, you need to dry off your shoes. Years ago we had an employee's foot slip off the brake pedal because it was wet and he hit his boss's car. He went over the information about Hypothermia. He said most employees that work outside are issued cold weather clothing. Most guys are issued gloves. He said you need to tell your people to keep an eye on each other. He went over information about Frost Bite. He said the worst thing you can do for an area that has frost bite is to put it under hot water. You need to put it under luke warm to cold water. Britt said we have already had an employee slip and fall and received a pretty bad injury. He was even on a decent area to walk on. He said everyone needs to be very careful. Don said years ago we had an ice storm. Ice got on the cables to the tower at city hall and the ice sickles were falling and knocking out windshields. People could have been seriously hurt. This is going back to watching your surroundings. Don said wear proper clothing. They say you don't want to sweat when it is that cold outside. Wear several layers so you can take them off as it warms up outside. He said you might want to talk to your kids about the information on these cards. Kids don't understand about frostbite.

B. New Accident/Injury Report Form: Don said when you fill out an injury report; there are several things that need to be included. What happened, where, when and was there any witnesses. Did the injured party receive medical treatment? The accident report/witness statement needs to have what you saw, not what you think happened or what you heard happened. Put as many facts on there as you can. The question on the report that asks "Who was injury reported to?" That should always be the first line supervisor. The supervisor should then report it to whoever he needs to. All witnesses should fill out a report. Don said sometimes they have the report stating one thing and when the employee comes to the IRB meeting they say something completely different. That is why witness statements are important.

The General Employee Injury/Vehicle Damage Review Form; the Safety Representative should fill this out and make a recommendation. Then the Department Head should make a comment and sign it. He said also on the vehicle accidents, when a vehicle gets damaged, you need to report it. On the report of injury, there are questions that need to be asked and the answers need to be written down. Was proper safety procedures followed? Did they have a certain policy that was violated? Was he performing an unsafe act? The Safety reps should put how they believe the injury or accident could have been prevented or whether it was non preventable. Candy said she thought that they were going to make suggestions at the meeting whether they would like the forms changed or kept the same. Don said he likes them the way they are. Candy said she likes them but she thinks that things could be added to make them more thorough. James Bearbow had brought a new revised form to a previous meeting. Candy said she didn't

dislike the form that James brought but she does feel that we need two separate forms instead of just one. She likes some of the things on his form and that could be added to the current forms. James said he thinks the only difference on the review part is that you actually do have a place for the safety officer and the supervisor. Each one has a place to write some comments. Candy said there is a lot on the new form that needs to be separate. James said maybe we should bring it up again at the next meeting so they can have a chance to work on it some more. Rusty said he sees a lot of the reports. The problem he sees is that they are not getting completely filled out. The summary of action taken by the supervisor to prevent the accident from reoccurring almost never gets addressed. He thinks it is a good form if it gets completed. He thinks that some training on how to fill out the forms would be beneficial. Candy said a few months ago they did have some training for the supervisors and those forms were addressed. Don said we could send out packets with line by line instructions. Candy said she has something like that. She will send those out to the safety reps. Britt asked Candy, Don and Rusty what seems to be the most common problem with the forms. Candy and Rusty both said most of the time they are not complete. Rusty said they need to put the information about the PPE's. Were they wearing proper PPE? He said he has been doing facility inspections and he said the housekeeping is pitiful. He said he saw several eye wash stations that were dirtier than any toilet he has ever seen. If someone had an injured eye they would probably catch something from the eye wash station. They were that dirty. The facility conditions are contributing to the accidents. He said the supervisor should write on the report what he believes can be done to prevent this from happening again. Not disciplinary actions but do we need to do more training etc. Britt said the question on the form asks were proper safety procedures and/or devices used. It specifically doesn't ask about PPE and that may throw some people off. Candy said that is why we are discussing the form so we can change the things that are confusing and make them clearer. Rusty said maybe we can change the wording and specifically ask about PPE. Don said it could say were proper safety procedures, PPE and/or devices used? Britt said some of the questions are broad and maybe they need to be more specific. He agrees that they should be two separate forms. Rusty said sometimes the safety reps put on the form that the employee did not use proper safety precautions. How did they not use proper safety precautions, be more specific. Also, on the vehicle damage reports they need to put whether the vehicle was moving or sitting still. That makes a lot of difference when the VARB has to make a determination. One is an incident and one is a collision. He said very seldom do we get comments from the supervisors. Don asked if it is the safety reps responsibility to fill out the form or if it is the supervisor's responsibility. Rusty said the safety rep fills out the information down to the supervisor's part. The safety rep and the supervisor should visit with each other about the accident. Britt said he sits down with the supervisor and tells him his recommendation. It also gives him a better idea of the situation. They both get the opportunity to put down their point of views. Rusty said some reps do a very good job with photos and some you never see photos. Pictures are a big help. Glenn asked once you as the safety rep have filled out your part and you give it to the supervisor. Are they supposed to send it over to Candy or do they give it back to the safety rep. Don said the supervisor is then supposed to give it to the director. Rusty said many times it will be a word one answer. It is so much better to write down details, as much information as possible. Candy said they need to change the part on the report of injury about the summary of actions taken by supervisor. It needs to be worded differently so that they understand not to put that they have

disciplined or counseled the employee. That part should have what was done to help prevent it from happening again such as wearing PPE. Candy said the Board just makes a recommendation for the discipline. Ultimately, it is up to the Director and City Manager to issue discipline. Candy said she thinks we should table this issue and we can make some changes on the form and discuss it next month.

Rusty said one additional thing he would like to say: All vehicle damages always need to go to equipment maintenance for an evaluation. They may not fix it because it might not be something that has to be fixed but they do need to evaluate it and assess the cost associated with that vehicle. Don said Dennis keeps a record of the maintenance on each vehicle. Candy said the Board would also like pictures with the injury reports. We normally get pictures with the vehicle reports but not with the injury reports. Sometimes they have questions about the surroundings on injuries and pictures would help explain things.

C. Division Safety Training/Meetings (Do & Don'ts): Don said when your division has your safety meetings; He said you need to talk to the employees about knowing their surroundings. They forget where they are and what they are doing. He told some examples of injuries that could have been prevented if they would have paid attention to their surroundings and what possibly could happen. They were not thinking about what they are doing and what could happen. He suggested that if you have a crew on a big job. You need to run through your mind and discuss with them the hazards that could happen. Rusty said if you have them stop and think for just a minute about the hazards that they are going to be facing. It doesn't have to be a long meeting. It will help stop complacency in the workplace. We all get complacent when we have done something a thousand times. If you just stop and think about what you are doing that will stop complacency. Don said invite the employees to make comments during the meetings. Ask them what they think. You would be surprised what they see. They might have suggestions on how to prevent accidents.

Don said we have been getting a lot of injuries that could possibly have been prevented if the employees would just take the time to stretch before they start the job. If you are not loose and you put everything you've got into it. You probably are going to injure yourself. He said he doesn't know how we would implement that but it is a good suggestion.

## 5. *COMMUNICATION/DISCUSSION*

A. Rusty said he is currently doing walk thrus of every Public Works divisions. Facility Inspections. He has already done four. Those four divisions had about 400 items that needed to be corrected. 90% was housekeeping. Examples were: liquids with no label on it, plug in covers removed, torches not being chained up, out of date fire extinguishers, fronts missing off of air conditioners etc. He listed a lot of hazards. Another thing, the division safety policies need to be reviewed and initialed off on by someone in that division. If it has not been initialed off then that means that it probably has not been looked at for even training purposes in the past year. If they can't even find the safety policy then he knows that they haven't trained on it. He found these problems in a combined total of time in those divisions in about 2 hours. All Public Works divisions need to expect Rusty to pay them a visit. Candy said Department of Labor will

be out again. Rusty said if you have an overhead crane, it has to be certified every year. It has to be load tested every 5 years. They hire someone to come in and do the certification. Some divisions have forklifts. They require an operator to have a certification. Nobody should be using the forklifts unless they are certified. They can get the certification at Vo-Tech.

6. *ADJOURNMENT*

- A. Motion by: Glenn Hinton Second by: Jeffery Mowry  
Ayes: All Nays: None  
Meeting was adjourned at 2:43 pm