

**Minutes**  
**GENERAL EMPLOYEE SAFETY COMMITTEE**  
**December 18th, 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.
Lindsay Tate, Police Tech	Marlon Johnson, SWC
Bobby Finley, WD	George Kroboth, SEWTP
Chew Allen, WWC/WWM	Roy Rodrick, Animal Welfare
Stephen Sellman, Neighborhood Services	Joe Ramirez, Drainage
Leon McGahee, Cemetery	Candy Brown, Safety & Risk Officer
James Bearbow, Streets	Pennie Wolfe, Parks & Rec
Wade Lewis, MPWTP	

*MEMBERS ABSENT:*

Glenn Hinton, Engineering\*  
Jeffery Mowry, Equipment Maintenance\*\*  
Frank Davis, WWTP\*\*

*OTHERS PRESENT:* None

\*excused                      \*\* unexcused

2. *MINUTES*

A. Approval of minutes of November 20, 2014  
Motion by: Britt Hubbard    Second by: Pennie Wolfe  
Ayes: All    Nays: None    Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. The A, B, C's of Safety Meetings:  
Schaefer said he wanted to make everyone aware of something. He said there was a case

where an individual got hurt and the directive from the supervisor was three points because he ignored policy which is direct disregard for policy. Schaefer said he had a problem with that because there was no policy. Hubbard asked if the division had a policy, even in their group. Schaefer said no. He said the equipment was available but there was no policy saying you had to use this equipment so at that point he had to go against the recommendation. Schaefer said when you make a recommendation; you have to have something to back it up. He said if he was told to do it and didn't do it then that would be disregard and it has to be dropped to the next level because he knew he could use the equipment as far as PPE and he didn't use it, even though he handed it out to other people, he didn't use it.

Schaefer said he has done a lot of research on how to conduct safety meetings and how to plan an itinerary on something you want to teach. He passed out information and said when you have a safety meeting for two reasons. He said something has happened and you have to do a corrective action to insure it doesn't happen again, i.e. write a policy, change a policy, educate our people or you can have a safety meeting on something that has never happened and you don't want it to happen, i.e. a new piece of equipment. He said it is your job to insure the people are familiar with new pieces of equipment and the possible safety hazards. Schaefer handed out pictures of people in danger due to safety hazards. He said the people who took the pictures are just as guilty to let this safety hazard happen as the ones involved. He said if you tell someone they are going to get hurt and they disregard this, then you have done your part. Schaefer suggested everyone hang these pictures on their bulletin board and write "think" under the picture.

Schaefer said the first question on the safety meeting is "Why do we want to have a safety meeting"?

1. New equipment- read all manuals on it
2. New hazards
3. New chemicals
4. New road work
5. New material that divisions fix pipes with
6. New waxes used on floors
7. To go over things you thought you covered but didn't or the employees have a problem on
8. New employees or new staff come on
9. New incidences
10. New regulations- such as new HazCom regulations
11. The right to know- your employees need to know if they are dealing with something that is going to hurt them
12. Cost- when an employee gets hurt it costs their time, the Safety Reps time, the supervisor's time, the Injury Review Board's time, the cost at the hospital

Schaefer said the Safety Rep cannot foresee an accident or injury so they shouldn't be blamed but it is your job to raise awareness to new rules, new safety concerns and procedures that will counteract those concerns and to comply with safety policies. He said if there is no policy on it then it is difficult to reprimand the employee.

Schaefer said the big thing on safety meetings is to ask questions. He said he talked about why regulations costs and the safety reps responsibility.

Meeting outlines- Schaefer said you need to draw up a plan and what are you trying to accomplish in the meeting. He said if you are reviewing something, it has to be a particular incident and get the employees involved in it. He said they started about seven months ago on the Injury Review Board to ask the employee and the Safety Rep what can we do so this doesn't happen again. He asks if there is some kind of guideline they are not following, is there a safety equipment that is not being used or is the equipment being used faulty? Schaefer said you need to involve everyone in the meeting and then they won't fall asleep on you and get something out of it. Johnson asked if it isn't in the policy then can an employee get reprimanded for an incident. He said there are some things that are a live and learn situation. Johnson said you can cover all the basics but then an employee doesn't something that isn't in the policy. He asked if there is an overall general safety policy like PPE which should cover any safety equipment for any type of element. Schaefer said yes. He said about a year ago they did a site type analysis of every job you did and in that analysis was a list of the proper PPE to use. He said there was nothing in the analysis on what to wear for walking on ice.

Input of Ideas- Schaefer said get the employees to give you ideas because they are your peers.

Schaefer talked about the do's and don'ts of a safety meeting. He talked about the new employee and the employee who has worked for the City for many years. Schaefer said you have to make sure the meeting doesn't turn into a gripe session as to why there needs to be a meeting. He said the experienced employee needs to be helping you to teach the new employee and you watch the new employee closer than anyone to incorporate him into the group. Schaefer said don't talk over their head and lose the new employee because you need to talk in a way that everyone understands. He said get feedback from the employees and make them part of the meeting. Schaefer said don't make a meeting too long and 50 minutes is the maximum time for an adult to retain information.

Safety Meetings considerations- Schaefer said to know your audience. He said to know the employee's education level and are they just coming to work or getting off of work. He said also consider the tone of your voice, whether it is loud or soft. He said you will insult the audience if you use words too high for them or too low for them. Schaefer said you need to start with the basics and move up to the hard stuff if it is a difficult piece of equipment.

Different types of meetings- Schaefer said audio-visual presentations are good especially if they have a little humor in them. He said you can have an oral presentation first and tell the employees what they will get out of the video. He said after the video then break out into a discussion and then after that then re-cap and question. Schaefer said a picture is worth a thousand words. He said demonstrations are good also such as showing new equipment. Schaefer said to make sure you go over the safety concerns before you demonstrate. He said to highlight all key points and to ask questions. He said always follow up a class with discussion to involve people. He also said to pass out handouts after the discussion so that people will pay attention to what you are saying and not looking at the handouts. Wolfe asked if the Safety Reps are to do the safety meetings. Brown said a lot of the Safety Reps do. Schaefer said according

to City Policy, the division superintendent is responsible for safety training. He said that there are no superintendents on the Safety Committee and very few give the safety training in the division. Schaefer said the Safety Reps on this committee give the safety training. He said the next time you give a safety class briefly read through the handouts given and develop your class. He also said he has some books in his shop which are lesson plans on doing safety meetings on specific things that he will loan out.

#### 5. *COMMUNICATION/DISCUSSION*

Schaefer said everyone needs to go through their work areas for a hazard assessment. Brown said that has been done and is suppose to be done annually. Schaefer said this can get repetitious and it hasn't been done in awhile. Schaefer said if OSHA visits and sees something wrong in your division they may close you down and tell you to go home.

He said this is the final month of the year and the end of the second quarter. He said people ask if there is going to be a makeup class for HazCom and if they didn't get their HazCom class then they will not get their Safety Award. Schaefer said if the Safety Rep has informed the employees of the safety training then they have done their job. Tate said her supervisor waits till the last minute before getting the training DVDs and she is concerned employees will miss the deadline for the safety training. Brown said any employee can check out a DVD from H.R. and watch it. Tate said she has to follow the chain of command. Schaefer said it is the supervisor's responsibility to have the safety training but Tate said it is her responsibility to make them aware of it. Schaefer said it is the Safety Reps responsibility to make the employees aware of safety issues. He said everyone is required to take Bloodborne Pathogens and HazCom once a year. He suggested Tate put up the class schedule on the bulletin board that Brown e-mails everyone. He also said then you have done your part. Allen said the supervisors expect the Safety Reps to take care of all safety issues such as the safety meetings and training. He said he knows everyone is busy on log out-tag out meetings and sometimes he will have a safety meeting after that. He also said a lot is put on the Safety Reps such as filling out the reports and going to the review boards. Schaefer said if you have to take off of work to go to the doctor for an injury, you have to go to the Injury Review Board. He said it is the Safety Reps responsibility to fill out the reports but it is the supervisor's job to review it and make a recommendation and then the department director is suppose to review it also.

Smith introduced the new Safety Reps. Wade Lewis represents the Medicine Park Water Treatment Plant and George Kroboth represents the Southeast Water Treatment Plant. Allen said that Frank Davis stated at a previous meeting that he will not be the Safety Rep for the Wastewater Treatment Plant. Brown said she would contact the Superintendent to verify that and see if he has a replacement.

#### 6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Joe Ramirez Second by: Pennie Wolfe  
Ayes: All Nays: None  
Meeting was adjourned at 2:19 pm