

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
May 21st, 2015
City Hall 3rd Floor Conference Room
212 SW 9th St.
1:30 P.M.

The meeting was called to order by Don Schaefer at 1:30 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Don Schaefer, Electronic Maint.	Marlon Johnson, SWC
Britt Hubbard, SSC	Jeff Justice, WWTP
Candy Brown, Safety/Risk Officer	George Kroboth, SEWTP
Chew Allen, WWC/WWM	Wade Lewis, MPWTP
George Farris, Drainage	Jeffery Mowry, Equipt Maint
Bobby Finley, WD	Roy Rodrick, Animal Welfare
Glenn Hinton, Engineering	

MEMBERS ABSENT:

James Bearbow, Streets/Traffic*
Michael McCollum, Landfill**
Leon McGahee, Cemetery*
Stephen Sellman, Code Enf**
Lindsay Tate, Police Tech*
Pennie Wolfe, Park & Rec*

OTHERS PRESENT: Chase Massie, HR Director

*excused ** unexcused

2. *MINUTES*

A. Approval of minutes of April 16th, 2015
Motion by: Glen Hinton Second by: Jeffery Mowry
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

Brown introduced the HR Director to everyone.

A. Chair Nominees:

Schaefer said he is stepping down as Chair. He said he will take nominees at the next meeting. Brown asked if anyone would like to be considered now. No response. Kroboth asked that the Chair duties be e-mailed to everyone.

B. Work Zone Safety:

Schaefer said at certain times of the year he has to go to school zones and test and repair sirens. He said he goes all over the City and he has seen employee's park in traffic and get out and start working. Schaefer said it's a matter of time before someone gets hit by a car. He said he got a book on the internet of work zone safety and it is forty pages long. He said a minimum work distance is six cones placed ten feet apart to taper off a lane. Schaefer said a minimum of fifty feet away from that there has got to be some kind of sign if this work is going to last more than an hour. He also said if you are doing a job for just fifteen minutes, you still have to put cones out. Schaefer said that he sees utility companies put cones out even when they are in a parking lot.

He said the lights on a truck will serve a purpose for a certain amount of time. Hubbard said you should wear safety vests also and anytime you get out of a vehicle. He said for short time work, Sewer Rehab uses flashers on the trucks if they have to open a manhole quickly and close it. Hubbard said it also depends on what type of road it is, the traffic and speed limit as what you are required to do. He said he often parks a truck behind and put out cones when he goes in a manhole. Hubbard said the City goes by IMSA for work zone safety.

Allen asked if they are required to wear safety vests. Brown said yes. Allen said some divisions don't. Schaefer said that is part of PPE. Allen said some divisions wear orange shirts. Brown said that is not reflective. Hubbard said the vests are miserable in the summer. He said he buys t-shirts at a local store with reflective tape on them. Schaefer said if your clothes do not have reflective stripes on them then you cannot work at night. He also said you cannot use the shorty 18 inch cones at night. Allen said his division buys the shorty cones and the reflectives slip right off. He said due to funds in his division that is all they can get. Allen said the Street division will set up the zone for them with the larger cones but around the trucks they just have the short cones. Hubbard said the City doesn't have a policy on handling safety items such as cones.

Schaefer said if the City is going to have a safety program they will have to fund it. He said it is more costly to pay for an injury than the cost of the safety item. Massie said an idea is to have a contract with a company so that all the divisions could buy from them and it would be cheaper.

Schaefer added the key items in the book are advance warning, have a buffer zone, work space, and then you terminate your zone. He said if you are going to be in a working process make your zone as long as you can. Schaefer said a buffer length at 20 mph is a 120 feet. He said the Municipal Uniform Traffic Code states that if it is over 30 mph you have to have advance warning of a flagger. He also said if you are taking a two lane road you have to have a flagger on each end. Schaefer said there needs to be a buffer

zone on shoulder work also. He said you have to leave ten feet of lane on either side of your area so traffic can get through. Schaefer said for a lane closure under 25mph there needs to be a 100 feet notice and over 25 mph a 500 feet notice. He said if you are going to block part of an intersection you have to pay attention how you place your cones and signs.

Hubbard said at one time the City allowed employees to go to a class and be certified in this but because of the lack of funds it has stopped. He said hopefully they can get someone to come here and teach classes. Brown said she will ask Great Plains about having classes.

Schaefer said any place could be a working zone. He said even inside a building.

C. Facility & Job Site Inspections:

Brown said the only problem she saw was the signs. She said the areas she went to, she saw workers digging holes in neighborhoods and no signs. She said she asked one of the workers about the signs and he had no idea where to put the signs because he was new and hadn't been trained. Brown said we need to be offering the training. Brown said she will send out the reports but overall everyone did great.

5. *COMMUNICATION/DISCUSSION:*

Allen said that one of the firefighters at fire station six said that if the divisions could put their money in one fund then they can purchase and service the fire extinguishers. He said it would be better and cheaper instead of going to an outside company.

Massie asked everyone to come up with what the City needs for work place safety and prioritize it. He said then give them some ideas and he and Brown will work at a solution to some of the problems.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Britt Hubbard Second by: Glenn Hinton

Ayes: All Nays: None

Meeting was adjourned at 2:20 pm