

Minutes
GENERAL EMPLOYEE SAFETY COMMITTEE
July 16th, 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:

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| Don Schaefer, Electronic Maint. | Marlon Johnson, SWC |
| Candy Brown, Safety/Risk Officer | Jeff Justice, WWTP |
| Chew Allen, WWC/WWM | Wade Lewis, MPWTP |
| James Bearbow, Streets/Traffic | Jeffery Mowry, Equipt Maint |
| Bobby Finley, WD | Lindsay Tate, Police Tech |
| | Pennie Wolfe, Park & Rec |

MEMBERS ABSENT:

Britt Hubbard, SSC*
George Farris, Drainage**
Glenn Hinton, Engineering*
George Kroboth, SEWTP*
Michael McCollum, Landfill**
Leon McGahee, Cemetery**
Roy Rodrick, Animal Welfare **

OTHERS PRESENT: None.

*excused ** unexcused

2. *MINUTES*

A. Approval of minutes of June 18th, 2015
Motion by: Wade Lewis Second by: Lindsay Tate
Ayes: All Nays: None Motion Carried

3. *OLD BUSINESS*

None

4. *NEW BUSINESS*

A. Injury Review Reports:

Schaefer passed out copies of the City of Lawton injury review reports. He said put the employee's name, when the injury occurred and what facility he was treated at. Schaefer said if an employee gets injured on a Friday and then goes to the doctor on a Tuesday for that injury, it sends up red flags that he could have gotten hurt on the weekend. He said it is important to fill in the report as soon as possible, get medical attention at that time and notify the supervisor immediately. Schaefer said the last day the employee worked is the day he was injured. He also said state the day the employee returned to work. He also said to describe the activity when injured; for example, what was he doing when injured, the weather, and exactly how did he fall off the truck. Schaeffer said the safety rep should put on the report if the employee was wearing PPE and did he disregard safety procedures. He also said to report any unsafe acts. Schaefer said the employee and supervisor signs the report. He said the division's director also signs the report. Allen asked about the summary of actions taken by supervisor statement on the first page. He asked how the supervisory could answer that before the injury review board meets to discuss it. Brown said sometimes it is left blank and the board suggests preventive actions to be taken. Allen said his division tries to fill it all out.

Wolfe asked who does this report. Brown said the Safety Rep does the investigation and fills out the report. Allen said if the Safety Rep is on vacation then give the responsibility to someone else in the division. Johnson said he uses one of the supervisors in his division. Brown said everyone should call her for the drug testing, even on the weekends. She said employees should have a drug test after all vehicle accidents, whether it is their fault or not. Brown said she will bring her business card with phone number at the next meeting.

Bearbow said his employees have a paper on what to do in an injury or vehicle accident. He asked when the injury should be reported. Brown said in 48 hours. Johnson said he has the employee sign a statement if they refuse treatment and want to see if the injury isn't serious. Brown said anytime an employee tells a supervisor they were injured then that is considered a report of injury but she would like it documented.

Bearbow asked about employees hurt going to work. Brown said if you are not on your shift then you are not covered because the injury happened before work. Bearbow asked about employees on call. Schaefer said he thought in that case you are at work when you leave your house. Wolfe said if you live out of town then you are not considered on the job until you enter the work yard. Brown said she will look into this.

Schaefer said the report is then sent to Candy Brown in HR and then it is put on the Injury Review Board agenda for review.

Schaefer said the third page is the Employee Accident Report. He said the employee fills this out and should be in his exact words. He also said the Safety Rep should get

witness statements and they should be separate statements and in their own words. Schaefer said the witness statements are very important.

Schaefer showed a training DVD on employee injuries and how to investigate for reports. The steps for injury investigation are to ask questions, get the facts only and not hearsay, take pictures, conduct an interview, find the root cause, effective ways to prevent the injury from happening again, and take corrective actions.

5. *COMMUNICATION/DISCUSSION:*

Smith suggested divisions purchase a camera to take pictures for vehicle accidents. Wolfe said IT must approve it.

Lewis asked what to do with employees who take medications that may hinder their job performance. Brown said the supervisor is to report this to HR. Lewis said there are not always two operators on night duty. Brown said she thought there was and should be.

Schaefer said the Injury Investigation DVD will count for one hour of safety training.

Mowery asked about checking fire extinguishers in the divisions. Wolfe said count your fire extinguishers and e-mail it to Jim Russell. She said they will be inspected annually by the fire department.

6. *ADJOURNMENT*

A. Motion to adjourn the meeting by: Jeffery Mowry Second by: Jeff Justice

Ayes: All Nays: None

Meeting was adjourned at 2:45 pm