

## **SAFETY COMMITTEE MEETING MINUTES**

June 26, 2014

Attendees: Mark Earle, Scott Snyder, Michelle Kerley, Janice Sherrill, Sylvia Turnmire, Dave Cain, Glenda Leonard, Doug Gillispie, Ben Hines, Guy Kerley, Leigh Milstead, Josh Mitchell

Introduction & Minutes: Dave opened the meeting at 9:05 AM, welcomed everyone, and thanked them for attending. The April minutes were approved as submitted.

Accidents & Injuries: Thirteen workers' compensation incidents have occurred since the last meeting. These injuries included four privacy/bbp exposures, three back injuries, two misc. injuries, two slip/trip/fall injuries, one struck, and one off-site training injury. We had one property and liability incident at the court house involving a citizen who fell on the outside steps. We also had two inmates injured while working for buildings and grounds.

Dave discussed a brochure from Key Risk regarding reporting near misses and close calls. Glenda mentioned a near miss when a light fixture fell at the Library.

Workers' Compensation: Janice Sherrill, from Key Risk, gave an update on claims through May 31<sup>st</sup>. So far for 2014 we have seen more severe claims than last year, three of which were lost time. We have had six serious injuries during our time with Key Risk, three of them occurred this year. The average time to report an incident is a little over one day. Vehicle accidents are still the leading cause of claims, but there is usually very little expense associated with vehicle claims.

Janice discussed reporting near misses, and the importance of using the information for trending and accident prevention. She said there is no financial impact for reporting near misses.

Safety Inspections: Inspections were completed at Emergency Services, Rocky Face Park, Vashti & Stony Point Convenience sites, Landfill, Old Wittenberg School, and Dusty Ridge Park. No major safety violations were discovered.

Policy Update: No policy updates at this time. Dave discussed researching a workplace violence policy.

Training Update: We held the planned Asbestos Awareness class. We also took the opportunity to cover LOTO, Fall Protection, and Ladder Safety.

Dave suggested it may be valuable to have a slip/trip/fall training based on recent injuries. Janice mentioned she has a PowerPoint presentation covering slip/trip/fall if we are interested. Leigh expressed interest in having the slip/trip/fall training for DSS during a staff meeting.

Other Business: Dave asked how the committee felt about the items covered on the monthly safety check lists. Dave mentioned some emergency lighting has been added and repaired. Dave also recommended acquiring some "Out of Service" and "Do Not Use" tags for LOTO.

With no other business to discuss, the committee adjourned at 9:40am.

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