

Safety Committee Minutes

Date: June 28, 2016

Where: Human Resources Office

Present: Julie Straub, Debbie Wyrick and Cindy Irgens

The Committee reviewed Safety Reports; no further actions were recommended.

We discussed placing Sharps disposal containers in the restrooms. We concluded nearly everyone who would need to dispose of needles would have their own container; we are also concerned about liability. Therefore, we will not pursue this.

We discussed storage of paint and filters in the boiler room. We decided the paint must be moved and cannot be stored in the boiler room; Julie will discuss this issue with Lynda Herbst.

We tabled discussion of SafetyFest until our next meeting as too many members are absent.

We spent the remainder of our time reviewing the updated Safety Program books, aka as the green books. Content was finalized and submitted to the Commission. We will roll out the updated Safety Program books at the July 21st safety meetings. We will review each section of the books; we will introduce each JSA and have each department determine what is relevant. JSA's will be distributed at the meetings.

Debbie shared some of the information she learned at her JSA class during SafetyFest; specifically, the need for tailgate JSA's. This would be relevant to the Road, Weed, Golf, Inside Maintenance, Outside Maintenance and Fair departments. It will be critical to obtain buy-in from each department head. Ideally, a simple form will be utilized and each employee will sign off at the conclusion of each tailgate JSA discussion. It could cover: What are we doing today? How can this hurt me? What can I do to prevent getting hurt? We will continue this discussion at our next meeting.

During the review of the Safety Program binders we decided to provide copies of the General Safety Guidelines, Building Evacuation and Fire Procedures handouts to the Department of Revenue, City of Baker, Recreation Department and City Police.

Our next meeting will be July 19, 2016 at 2:00 p.m. in the HR Office.