

Safety Committee Meeting: 10/01/2009 @ 11:00 am in City Hall Capital Conference Room

In Attendance:

Cecilia Meyer	Finance – Risk Management
Beckie Neep	Sheriff’s Office
Amanda King	Finance-Risk Management
Duane Bottoms	Parks
Neil Fox	Health & Human Services
Andy Biasotti	Building & Maintenance
Jon Kephart	Wastewater
Rea Thompson	Development Services
Gary Dunn	Fire Department

Handouts: Agenda, By-Laws for Carson City Health and Safety Manual

Training Video Viewed: none

Safety Committee Minutes from 08/27/2009: Reviewed

Discussions:

Duane Bottoms- Safety concern regarding mats outside certain departments in the city that are dangerous especially in the winter season.

Cecilia Meyer- Creating an inventory of all outside mats that are unsafe.

Cecilia Meyer- Assign someone from each department that has an Automatic External Defibrillator to be responsible for checking it each month.

Amanda King- The location of returned AED that have been recently updated.

Gary Dunn- Start enforcing monthly checklist for every department in the City.

Cecilia Meyer- By-laws review and what Larry expectations of what the By-laws should include. In addition, adjustments to the Safety Manual should be reviewed annually.

Cecilia Meyer- training material to be recorded for the purpose of lending it to other departments and to verify that all departments have the necessary training material for their job specifications.

Beckie Neep- Printed out Sheriff Training material for Human Resources a couple of years ago.

Cecilia Meyer- Bob Sinnetts 2009 Drug and Alcohol Supervisory Program Class to be held on October 22 at the Carson City Nugget Conference Room.

Cecilia Meyer- Fire Department will be holding a CPR/AED mandatory training class for all of Carson City Employees.

Cecilia Meyer - meeting with Pool/Pact to learn website and about classes available through them.

Cecilia Meyer- expresses that a Landfill training class would be beneficial to employees who work in that field.

Neil Fox- Suggest a training class that used to be provided for insect and sun avoidance applicable to Community Center.

Andy Biasotti- a training class for picking up needles and the recording of all sharps box locations such as, Juvenile Probation and the City Jail.

Neil Fox- Health department and Environmental Control are two sources for disposing of sharps boxes.

Jon Kephart- expresses the need of a sharps box for their department.

Neil Fox- will help in facilitating a class for the correct way in picking up needles safely.

Cecilia Meyer- invitation to all union representatives to join the safety committee in order to meet the requirements of SCATS (by-laws).

Cecilia Meyer- Safety Posters and having the latchkey after school program create safety posters for the city. The committee approved in giving a \$100 for supplies for the Safety Poster project.

Neil Fox- suggest that we should announce the Safety Poster program/contest in the monthly newsletter.

Cecilia Meyer- 1,000 dollar yearly budget for the Safety Committee.

“Homework” to be done before next meeting:

Review of Safety Manual

Next Meeting to be held @ City Hall in the Capital Conference Room on **October 29 @ 11:00 am**
