Safety Committee Meeting: 10/29/2009 @ 11:00 am in City Hall Capital Conference Room

In Attendance:

Cecilia Mever

Finance – Risk Management

Beckie Neep

Sheriff's Office Finance-Risk Management

Amanda king **Duane Bottoms** 

**Parks** 

**Neil Fox** 

Health & Human Services

Uriah Wise Vincent Pirozzi **Curtis Horton** Gary Dunn

Fire Department **Public Works** Fire Department

**Public Works** 

Kim Christiansen

District Attorney's office

William Thomas

**Human Resources** 

**Handouts:** Agenda, last months meeting minutes

Training Video Viewed: none

Safety Committee Minutes from 10/01/2009: Not Reviewed

## **Discussions:**

**Duane Bottoms**- Asked Cecilia about the Mats over at Juvenile Detention and at Dispatch.

**Cecilia Meyer**- describes the issue with the mats as far as heels getting stuck between the weaving. The suggestion would be laying down salt to prevent slips and falls. The Dispatch mat has not been looked at.

William Thomas- asked Neil Fox about their mats outside. Neil's response is that they have no mats outside.

Cecilia Meyer- AED update. Fire Department ordered 7 new Zoll AED's to replace other brands currently in use. 4 AED have been returned to their original locations.

Cecilia Meyer- By-Laws will be part of the Safety Manual.

Cecilia Meyer- The distribution of the Safety Manual-a project that all committee members will assist with.

**Duane Bottoms**- Each department needs to look at the manual.

**Neil Fox**- Recommends a list of all departments in order to determined what subjects apply to that particular department.

Cecilia Meyer- the inconsistency of facts in the Safety Manual.

Cecilia Mever- All the members on the Committee will look at the manual and divide the areas in which their subject applies to them.

Uriah Wise- Suggest sub panel of people responsible of overseeing the safety manual progress.

Vincent Pirozzi- Will take his designated subject from the safety manual that applies to his department back to his peers and co-workers for review.

Cecilia Meyer- Everybody review the manual and find out what safety issue applies to your department and email the results to Amanda King by 11/15/09.

Vincent Pirozzi- Update of AED, All AED are here along with parts and he should have them returned back to their original department. The AED at Public Works have to be delivered to Fire Departments for the single purpose of having them recorded with Zoll Company. Health Department has all AED returned to them.

Amanda King- Will distribute SCATS to all Safety Committee Members along with Safety Manual.

Neil Fox- Employees need to sign off on the Safety Manual that they have read it in its entirety and will apply the safety procedures to the job.

**Neil Fox**- In regards to page 5 of the Safety Manual, the employees should be aware of what's expected of them. And the department can enforce them accordingly.

William Thomas- Will pass the Safety manual out in orientation once its revised.

Vincent Pirozzi- has a concern that even if the employee signs off on the safety manual stating that they have read it, that there is no way of proving or verifying that they have actually read the manual.

Curtis Horton- will contact Vincent Pirozzi about the AED from Public Works for the purpose of getting serial number to the Zoll Company.

Cecilia Meyer- brings up the Sharps Needle Training Class where Neil Fox will be the instructor. She describes an incident where over at the Library an infected dirty needle was found. She expresses the fact that we don't have records of all the Sharps boxes in the City. She also shares another concern with sharp boxes in where Jon Kephart, over at Waste Water, expressed in a previous safety committee meeting, that they run into needles all the time

getting stuck in their pipes. He explained that they were just throwing the needles in the garbage and that an employee got a needle stuck in his hand from grabbing stuff out of the pipes.

**Neil Fox**- Explains the disposal of needles for sharp boxes. He also explains the procedure for hazardous waste and that once hazardous waste is brought to landfill, that it has to go in its own area with other hazardous material and has to be buried the same day.

**Vincent Pirozzi**- Expresses the Fire Department hardship with Disposing needles and hazardous waste and was completely surprised that they can dispose of all their waste material at the landfill. He stressed to Neil Fox of what a relief this information was.

## "Homework" to be done before next meeting:

- 1. Review of Safety Manual and determine what areas in the Safety Manual applies to your department.
- 2. Email the topic/subject in the Safety Manual that applies to your department to Amanda King by 11/15/09
- 3. Amanda King will email the Safety Manual in addition to the SCATS to all the Committee Members.
- 4. Cecilia or Amanda King will create a list of all the departments within the City.
- 5. Curtis Horton will oversee that all AED at Public Works gets to Vincent Pirozzi for recording the serial number to Zoll
- 6. Risk Management will work with Neil Fox in regard to the Sharps Training Class.

Next Meeting to be held @ City Hall in the Capital Conference Room on **November 25 @ 11:00 am**