MINUTES - SAFETY COMMITTEE MEETIING

MARCH 3, 2010 11:00 A.M.

In attendance: Cecilia Meyer (CM) Gary Dunn (GD)

Duane Bottoms (DB) John Arneson (JA)
Elaine Werlinger EW) Curtis Horton (CH)
William Thomas (WT) Neil Fox (NF)

Beckie Neep (BN)

Meeting called to order by Chairperson Duane Bottoms.

Sign-in sheet passed around.

Minutes from the January meeting were not available for review.

Duane Bottoms stated the first topic is the status of the Safety Manual. DB advised the Committee that there should be a ballot vote to replace the Chairperson position as he has held the position for more than one year. Duane stated that his busy season would be starting soon and he would not be able to participate very much. The position of "Recorder" was also discussed. This position was previously held by Amanda King when she was the Administrative Assistant in the Risk management Department. Amanda has recently been moved to the Treasurer's Department.

DB provided a brief history of the Safety Committee "Charter" which the committee worked on for several months without receiving final approval.

Cecilia Meyer (CM) stated that the Charter was given to her by Duane shortly after coming on board with the City. She was informed that the Committee was happy with the final product and needed the City Manager (Larry Werner) to approve it. Cecilia did approach Larry who indicated that it could not be called "Charter" for legal reasons and that the DA's office suggested it be called "By-laws". The document was revised to reflect "By-laws" and presented to Larry again. Larry returned the "By-laws" to Cecilia accompanied by a copy of the "SCATS" manual and stated that he wanted the Safety manual to follow the guidelines noted in the SCATS manual. CM stated she recently asked Nick Providenti about the use of the By-laws and Nick stated that because they have not been approved, they are not "binding".

DB indicated that he would like to see the Committee be able to use the By-laws now so the Committee would have some direction.

Gary Dunn (GD) stated that it appears that the revision of the Safety Manual is a long way from completion and approval by the City Manager. Gary suggested that the existing By-laws again be presented to the City Manager with a request for approval based on the current circumstances.

The Committee attendees were in general agreement and CM stated she will take the By-laws to the City Manager and discuss the issue with him. She will advise the Committee of the outcome of the meeting.

It was determined that the issue of a ballot vote for the Chairperson and status of the Recorder position will be tabled until the issue with the By-laws is resolved.

CM opened the discussion of the status of the Safety Manual itself. She had a recent conversation with Craig Buchholz of Willis Pooling (Loss Control Company used by POOL/PACT) regarding the difficulties the Committee is having with the process of the revision. CM stated that Craig suggested that the Safety Manual be kept short, concentrating on topics such as horseplay, drug and alcohol testing, procedure for reporting injuries, personal protective equipment, back safety and ergonomics. The Safety Manual should direct the employee to his/her own department's Safety Manual and Policies/Procedures for direction specific to that department.

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Craig stated that there must be at least one location that the general and all department specific Safety Manual's would be kept, likely by Risk Management.

Neil Fox asks if/how each department might update their sections in the future. CM stated that the department could submit the updated section(s) to the Safety Committee with a statement that it the most current and it would then be included into the "master" manual. NF also stated that it is important that the manual state that the Department Heads are responsible for safety in their own departments and for their employees being familiar with the safety procedures.

The Risk Management Committee was in favor of this strategy. Curtis Horton (CH) stated that he has been through the entire manual in its current form and has updated all areas that apply to Public Works. CH stated there are many areas that are far to detailed and that reference should be made to the appropriate OSHA directive and department policies.

CM asked about safety walk-throughs that were done in prior years. Several committee members recalled this practice and felt it was very helpful. Frequently a "SCATS" representative accompanied the "walk-through" and provided good input and noted areas for correction. CH indicated that although this is not the time for extra expenses, it is good to have outside eyes taking a look. CM was advised that Dawn Beck had put the program together some years ago. CM stated she will contact Dawn Beck for advice. DB suggested that the walk-through be kept "internal" at this time to avoid being given a time frame for a correction and a possible fine if the correction is not made in a timely fashion. Andy Biasotti (AB) stated that he feels that had SCATS not been in attendance in some past walk-throughs, the City would not have paid to have particular corrections made. The general opinion of the Committee is to reinstate the safety walk-throughs. The Committee discussed possibly having Craig Buchholz attend a walk-through in the near future and that we should select a few buildings or departments to start with. William Thomas (WT) stated that considering the amount of money the City pays POOL/PACT, we should utilize every service available.

DB stated he often has Trustees from the jail working in his department and is concerned that they have no safety training. AB stated that they should have at lease the required OSHA 10 hour training course and voiced concern that Carson City may be in violation of having the Trustees working without training and may be subject to fines. CM stated that she will research this.

CM summarized the discussions during this meeting and Duane Bottoms adjourned the meeting at approximately 11:40 a.m.

Minutes Prepared By:

Cecilia Meyer Risk Management Coordinator