

# Safety and Health Committee Meeting Minutes

Tuesday, April 10, 2007

## Attendance:

James Murrell – Absent  
Marsh Von Ruden – **need replacement**  
Kathy Shannon  
Ray Woodrich  
Roy Williams –  
Steven Maneely – Absent  
Doug Reed  
Cindy Houlson – Safety Consultant

Meeting called to order 10:35 AM.

**Approval of Minutes:** Doug Reed motioned, Ray Woodrich seconded approval of minutes. Vote unanimous.

## Old Business:

First Report of Injury Forms – Cindy discussed that Sedgwick CSI has moved to Kentucky, but they have the same 800 phone number. Roy reported he had an employee use one of the worker's comp doctors and the employee had problems with that doctor's office having the wrong person's file brought in for the exam. Cindy suggested that these issues be reported to Kathy Van Wey.

Review of Safety Committee charter and structure. The safety charter requires updating. Kathy Shannon will send the charter to everyone for suggestions for update. Tabled until next meeting.

Mission, roles and responsibilities and goals – The committee needs to review and update. Tabled until next meeting.

IOSH formal partnership – Cindy discussed. Cindy is waiting for a formal response from Bob Straker, AFSCME, for comments/concerns. The agreement will then go to Mollie for approval and will then be forwarded to IOSHA. The partnership is expanding resources, assisting with annual evaluations and third party review. Cindy is e-mailing a copy to the members.

Current Injury Statistics – Statistics have been provided by Cindy. The committee discussed how the information could be used to reduce hazards in the workplace. Cindy is e-mailing copies to everyone.

DAS Safety Web Pages – The DAS safety web pages have been updated by Cindy. All committee members need to look at the web site and make any suggestions to Cindy.

The membership of this committee needs to be department wide. Kathy will discuss with Paul Carlson, COO, GSE. Kathy will request a labor/management meeting to discuss members for safety committee and to whom the safety committee should report.

Some custodians are required to wear steel toed shoes and some are not. If some are, shouldn't all be required to wear the safety equipment? – Cindy will present the issue to Tim Ryburn. – This item has been done. Roy stated there was an agreement with Red Wing that if you bought three pair per year you could get a discount. Roy received a letter that stated that since the state had not purchased, they were discontinuing the discount. Roy has employees go down there and they were told there was no discount to be had. There was some general discussion on the reimbursement amount employees could utilize.

Logos on uniform shirt of CCM staff don't meet the flash requirements because they are rubber instead of embroidered. – Cindy will present to Tim Ryburn. – Cindy discussed this with Tim and the shirts are scheduled for replacement with ones that have embroidered stitching.

People don't leave when fire alarms sound. Only three groups should be in the building during a fire alarm, State Patrol, the fire department and any engineers required by fire personnel. P Post #16 is incident command. The State Patrol is taking an active role. Floor Managers note those people who choose to stay behind. Firefighters will rescue the disabled first and then go back for any others. Those folks who self identify as challenged should be assigned a person to assist in case of a fire. This may be an ADA issue.

The Natural Disaster Notification System is not available in all areas. These areas need to be identified. Send Cindy concerns regarding any area that has problems with their notification system and she will make sure they are addressed.

All circuit breakers on the complex need to be labeled. – Continue to next month.

## **New Business:**

Review committee charter, mission, goals. – Tabled until next month

## **Additional Items/Comments:**

Roy moved to adjourn, Doug seconded. Vote unanimous.

**Next Meeting:** Tuesday, May 8, 2007 at 10:00AM, CCM Conference Room.