

Safety and Health Committee Meeting Agenda

Tuesday, May 08, 2007

Attendance:

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

Approval of Minutes:

Old Business:

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

Mission, roles and responsibilities and goals – The committee needs to review and update.

IOSH formal partnership – Cindy

Current Injury Statistics – Statistics have been provided by Cindy. The committee discussed how the information could be used to reduce hazards in the workplace. There will be further discussion next month. - Cindy

DAS Safety Web Pages – The DAS safety web pages have been updated by Cindy

The membership of this committee needs to be department wide. There was much discussion regarding this committee and the ability to equally represent safety concerns of all employees with only representatives from General Services Enterprise. Cindy will discuss with Paul Carlson, COO, GSE. – Update.

All circuit breakers on the complex need to be labeled. - Update

New Business:

Additional Items/Comments:

Next Meeting: Tuesday, June 12, 2007 at 10:00AM, CCM Conference Room.

Safety Charter

The Employee Safety Program can be invaluable to the loss control program by providing the active participation and cooperation of many key employees of the Department. The difference between success and failure lies with the original **purpose** of the committee, **staffing**, **structure**, and **support** it receives while carrying out its responsibilities.

Purpose:

1. Actively participating in the Employee Safety Program training, and the evaluation of the training received.
2. To study and investigate worker compensation claims, and interviewing the claimant, to see how we can reduce or eliminate the type of claim that is involved.
3. Recommend ways to improve existing programs.
4. Division member being Committees liaison to his/her Division supervisors, and communicating committees' goals during Division staff meetings.

Staffing:

1. One supervisor, one union employee.
2. One non-supervisory employee from each Division. The Union will make appointment in consultation with each Division Administrator. Liaison, needs to be:
 - Dedicated and committed.
 - Willing to take on new tasks.
 - Be available for all meetings.
3. Employee Safety Program Consultant - to advise on the employee safety program.

Structure:

1. Meetings set for once a month, on 2nd Tuesday from 10:00 AM- 11:30 AM.
2. Division Liaisons attend from 10:00 AM-11:00 AM.

Purpose:

Two Committee members:

1. Actively participating in the Employee Safety Program training, and the evaluation of the training received.
2. Recommend ways to improve existing programs.
3. Help Safety Officer with annual evaluation of Safety programs (i.e. Lockout/Tagout; PPE; Confined Space, etc.)
4. Post minutes of meetings, preferably electronically.

Division Liaisons:

1. Help Division Supervisors with the Employee Safety Program Manuals. (Training documentation; keeping manual up to date, etc.)
2. Communicating Safety goals during Division Staff Meetings.
3. Pro-active role on Division level, making sure Division completes monthly safety training, and documented.

Support:

1. Support from Director and all Administrators.
2. Support of all Agencies employees.