

**Safety Committee Meeting:** 05/28/2009 @ 11:00 am in City Hall Capital Conference Room

<b>In Attendance:</b>	Michele Cruz	Finance – Risk Management
	Beckie Neep	Sheriff's Office
	Chris McQueary	Finance
	Duane Bottoms	Parks
	Elaine Werlinger	Library
	Neil Fox	Health
	Rea Thompson	Development Services
	Thomas Tarulli	Public Works
	William Thomas	Human Resources

**Handouts:** Health & Safety Committee Charter: Operating Procedures created by William Thomas (attached)

**Training Video Viewed:** none

**Safety Committee Minutes from 04/23/2009:** not reviewed

**Discussions:**

***New Safety Committee Charter***

**Statement of Purpose:**

Michele added the following wording to the Statement of Purpose

- *To the extent this Charter may conflict with City, State or Federal statutes or policies, this Charter will not supersede those statutes or policies.*

**Operating Procedures:**

Reviewed page one of the Operating Procedures that William created.

The following will be added to the Safety Committee Charter.

- *Meetings will generally take place the last Thursday of each month. The Safety Committee Chair will call the meeting to order. Roll call will be done, with the introduction of new members and any guest speakers for that day.*
- *The Chair will start the meeting in order of the agenda.*
- *Regular attendance of Members at each meeting is critical to the success of this committee. Any member who incurs three (3) or more consecutive, unscheduled absences within twelve (12) months may be subject to removal by the Chair.*
- *The Committee service is for two (2) years and terms are staggered. Extension may be granted if a member wishes to continue after term expiration, providing that the members of their department agree.*
- *If, at any point an individual desires to terminate participation, the member shall notify the Chair. That member will be rotated out within two months time. It is the responsibility of the Chair to nominate a replacement (in coordination with Department Directors).*
- *Total Safety Committee membership should be approximately ten (10) members.*
- *The Recorder will distribute the minutes of the previous meeting, which will include records of safety issues that were discussed, resolved and unresolved, to all Safety Committee Members and the Department Directors. The Department Directors will be asked to see that the meeting minutes are posted in their facilities. A hard copy of the meeting minutes will be kept in the City Risk Management Office.*
- *All members shall retain a hard copy of the meeting minutes.*
- *Each member will have a chance (and responsibility) to review and discuss updates and concerns.*

**“Homework” to be done before next meeting:**

Duane will outline the duties of the Chair.

Chris will check with IT about finding a way to have the Safety Meeting Minutes made available to everyone on the H: drive.

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

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**June 25 Meeting Agenda:**

Continue reviewing the Operating Procedures that William created.

Finalize the Charter

## **Health and Safety Committee Charter:**

### **Operating Procedures:**

- Meeting will take place at least once per month. Twice a month if the Committee Chairman calls for it. The Safety Committee Chairman will call the meeting in to order. Roll Call will be done, with the introduction of new members and *[if]* guest speaker for that day. *Any member who incurs (3) or more absences shall be subject to removal by the chair Member.* Attendance standard: Regular attendance of member at each meeting is critical to the success of this committee.
- The Committee service is for (2) two years and terms are staggered. Extension may be granted if a member wishes to continue after his/her term expires, provided the members of his/her department agree. If necessary replacements are needed, the Safety Committee Chairman will advise the committee on which department is lacking participation, and how many replacements are needed. Total Health and Safety membership should not exceed 10 members.
- The Recorder will read the minutes of previous meeting which will include records of Health and Safety issues that were discussed, resolved and unsolved. *(All members will have a hard copy of this agenda / minutes and will be available for review at each meeting)* The Safety Committee Chairman will start the meeting in order of the (today's) agenda.
- Whenever possible, the agenda should be made available to the committee *[and the public]* in advances of the meeting.
- The Committee chairman will allow and encourage every participant to speak in turn.
- Each division / departments will have a chance to review and discuss current status updates/concerns from there departments. This will also be apart of the monthly reports that are submitted by each member monthly.

### **Operating Procedures:**

- When necessary, the committee will identify any needed safety procedures and practices; and to track corrective actions that were put in place. Accident investigation will be reviewed to ensure that all causes have been identified and corrected (Worker's Compensation claims included). Committee will review alleged hazardous condition brought to the attention of any committee member and recommends corrective actions.
- Group Decision Making: The Committee's final recommendations on all matters (procedural and policy related) will be determined by the chairman that a consensus (or affirmative position) has been reached. Votes taken by the committee shall be declared final on the basis of a simple majority of voting members presented at the time of the meeting. The recorder will read the final count and recorded this in the minutes.
- The Health and Safety Committee will review and revise the charter as needed.
- All records are to be accessible to all [City/Safety member] employees and be kept for one year. (Calendar year / Fiscal Year). More complete notes of the meeting will be available by email to all who attended, and invites who did not attend, and any on else effect by the discussions. Notes would be available with in 24 hours after the schedule meeting and posted on its website.
- The Safety Committee Chairman will close meeting, with new assignment or agenda for the next month's meeting.

**Safety Committee Meeting**  
**05/28/2009**

Name	Department	Please initial
Andy Biasotti	Parks	
Beckie Neep	Sheriff's	BN
Chris McQueary	Finance - Risk Management	CM
Duane Bottoms, Chairman	Parks	DB
Elaine Werlinger	Library	EW
Gary Dunn	Fire	
Tom Tarulli	PW - Water	TT
Kim Christiansen	DA	
Mark Simpson	PW - Wastewater	
Michele Cruz, Risk Manager	Finance - Risk Management	MC
Neil Fox	Health	NF
Rea Thompson	Development Services	Rea Thompson
William Thomas	Human Resources	WT