Carson City Safety Committee Meeting November 14, 2006 Library Auditorium

Facilitator: Dawn Beck, Risk Management

Recorder: Heidi Eskew-Herrmann, Planning Division

Meeting Time: 10:30am-11:25am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Elaine Werlinger, Andy Biasotti, Duane Bottoms, Tom Gardner

2. Approval of October Safety Committee Meeting Minutes.

- Welcome to new member Tom Gardner from Public Works.
- Workers Compensation October total of 34 cases–12 recordable (of those, 2 were prescription only).
- Dawn is working on Accident Investigation Procedure. Has form completed, beginning to work on procedure.
- Starting December 1, 2006, Workers Compensation will be done by Human Resources, not Dawn.
- On Thursday, September 21st, Dawn attended a Circus Circus safety meeting in Reno to observe how their meetings are facilitated. She did not get as many ideas as she had hoped. This Safety Committee had been recommended by SCATS Dawn will try to observe a government safety meeting at a future date.
- SCATS-Safety Consultation and Training Section of OSHA will eventually be touring all of the City departments with Dawn. SCATS points out safety issues and OSHA requirements that need to be addressed. The City cannot be fined as long as the problem areas are fixed within the negotiated time period (maximum is 30 days). The first to be evaluated was Utilities and the Wastewater Plant. All the corrections have been completed. The Wastewater Lab has updated their Chemical Hygiene Plan and the corrections have been accepted by SCATS.
- The most recent SCATS inspections were at Vehicle Maintenance, the Corporate Yard and the Landfill on September 25, 2006, and Parks

- (Administration and outlying facilities). October 23 & 26, 2006. Dawn did a
 pre-inspection walk through prior to the SCATS inspection. The
 departments are working on corrections.
- Next buildings to be inspected by SCATS: Aquatics, Community Center and Library.
- Dawn will spot check different departments and their vehicles for their CDL logs, Accident packets, First Aid boxes, and fire extinguishers
- **4. Future Meetings** (Held in the **Library Auditorium** beginning at 10:30 am) –December 19th

Carson City Safety Committee Meeting October 24, 2006, Library Auditorium

Facilitator: Dawn Beck, Risk Management Recorder: Rhonda Price, City Manager's Office

Meeting Time: 10:30am-11:36am

1. Completed sign-in sheet.

Members present: Dawn Beck, Trent Osmer, Elaine Werlinger, Neil Fox, Andy Biasotti, Duane Bottoms, Bill Mabray, Rhonda Price

2. Approval of October 24, 2006 Safety Committee Meeting Minutes.

- Workers Compensation October total of 29 cases–5 recordable (of those, 3 were prescription only)
- There were 2 vehicle accidents. Review of what should be done if involved in an accident in a City vehicle: contact dispatch for ambulance, if necessary, Sheriff, supervisor and Risk Management. Proof of insurance is on the accident envelope packet. Be sure your vehicle has this packet, fire extinguisher (which needs to be checked monthly for charge and that it has been serviced annually), and a small first aid kit. The insurance packet needs to be completed and Risk Management contacted if one strikes fence, wall, etc., if any damage is done to vehicle or property. If the employee is at fault, their supervisor or a representative from Risk Management will take employee to Concentra for a drug/alcohol test.
- SCATS complimented Duane Bottoms for have a very well kept, organized maintenance shop at Parks.
- SCATS cited the City for having a Hearing Conservation Program, but not fully implementing it. Dawn is in the process of scheduling monitors to measure the noise exposure for Parks, Vehicle Maintenance and Landfill.
- SCATS has found, at all locations inspected, bottles/containers that do not have proper labeling. Please be sure your bottles are properly labeled, and there is a Material Safety Data Sheet present. This includes toners. Contact Dawn if you should have any questions.

- 4. Future Meetings (Held in the Library Auditorium beginning at 10:30 am)

 -November 14th
- -December 19th

Carson City Safety Committee Meeting September 19, 2006, Library Auditorium Facilitator: Dawn Beck, Risk Management

Recorder: Heidi Eskew-Herrmann, Planning Division

Meeting Time: 10:30am-11:36am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Elaine Werlinger, Neil Fox, Andy Biasotti, Duane Bottoms, Bill Mabray

2. Approval of July 18th & August 22nd, 2006 Safety Committee Meeting Minutes.

- Welcome to new member Bill Mabray with Vehicle Maintenance.
- Workers Compensation August/September total of 25 cases–5 recordable (of those, 3 were prescription only and 2 were prescription and time off of work).
- On Thursday, September 21st, Dawn will attend a Circus Circus Safety Meeting in Reno to observe how their meetings are facilitated.
- SCATS-Safety Consultation and Training section of OSHA will eventually be touring all of the City departments with Dawn. SCATS points out items that need to be fixed, but the City cannot be fined as long as the problem areas are fixed within the required time period (usually 30 days or less, depending on the severity). The most recent evaluation was at Utilities and the Wastewater plant. There are still a few items found that need correction. SCATS also evaluated the Wastewater Lab. They are updating their Chemical Hygiene Plan and have a few corrections to make.
 - Had the enforcement section of OSHA found the same items wrong, the fines for <u>each department</u> would have been a <u>minimum</u> of \$50,000.
- The next SCATs inspection will be at Vehicle Maintenance, the Corporate Yard and the Landfill on September 25, 2006 and at Parks and their outlying facilities on October 23 & 26, 2006. Dawn will do a pre-inspection walk-through prior to the SCATS inspection.

Training Classes

<u>Fire Extinguisher Safety</u> classes were held from 9am-11am on August 29th & 31st at Fire Station #2. This was most likely the last training available on this subject for this year.

Management Safety Responsibility Training. This class goes over responsibilities of management and workers compensation forms. Part one of this class was held on September 6th from 8am-10am and again from 10:30am-12:30pm. Approximately 15 people attended this class. Another class will be scheduled for those people that wanted to attend but couldn't.

The second part (Accident Investigation) of the class mentioned above was held on September 20th and September 27th at the Parks lunchroom. These sessions were half-day classes.

An 8-hour <u>Electrical Safety class</u> was held on September 13th and will be held again on September 21^{st,} from 8am to 5pm.

Another <u>CPR/AED</u> safety class will be offered. There is no date set yet. A minimum of 6 people needs to be registered before a class can be scheduled. This is a four-hour training class.

<u>Lab Safety & Spill Plan training</u> will be held on October 4th from 8:30am-12:30pm at the Wastewater Conference Room for Wastewater and Sheriff's Office employees.

Pesticide Handling - (transporting, storage, spill containment) training for the Parks Department is needed and will be scheduled by Dawn.

Self-Defense class to be scheduled.

When a training class is held, the responsible person must include the following information on the documentation: Name of class, date, name of teacher, outline, sign-in signature of everyone that attended.

Documentation that includes all of this information is the only paperwork that will be acceptable to OSHA.

NOTE: Please tell Dawn Beck if you are unable to make a training class because if there are not enough people signed up for a class and it has to be cancelled, the City may still have to pay for that class. Contact Dawn with any questions on training classes at 887-2298 X1503.

Future Meetings (Held in the Library Auditorium beginning at 10:30 am)

-November 14th 4.

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- -December 19th

August 22, 2006

Capitol Conference Room

Facilitator: Dawn Beck, Risk Management

Recorder: Heidi Eskew-Herrmann, Planning Division

Meeting Time: 10:30am-11:00am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Elaine Werlinger, Neil Fox, Andy Biasotti

2. Approval of July 18, 2006 Safety Committee Meeting Minutes.

Dawn will re-send the July 18th meeting notes. The Committee will review them next month at the meeting for approval or modification.

3. General Business

- Workers Compensation July/August total of 3 cases–1 recordable
- SCATS-Safety Consultation and Training section of OSHA will be touring all of the City departments with Dawn. SCATS points out items that need to be fixed, but the City cannot be fined as long as the problem areas are fixed within the required time period (usually 30 days). The most recent evaluation was at Utilities. There were 22 items found that need correction. If OSHA had come out and found these items, the fine would have been between \$2,500 and \$7,000 per item. SCATS also evaluated the Waste Water Lab. They will need to update their Chemical Hygeine Plan.
- The next SCATs inspection will be at Vehicle Maintenance and the general area of the Corporate Yard on September 25, 2006 and at Parks and their outlying facilities on October 23 & 25, 2006.
- Risk Management has contacted Ray Saylo at the Sheriff's office with regards to a Bomb Threat checklist. Once received and reviewed, employees will be trained and give a copy of the checklist.

Training Classes:

- <u>Egress Procedures</u> training was held by Dawn for the Courthouse.
 She is finishing up their plan and will hold another training session for those employees that were not present for the first meeting.
- <u>Fire Extinguisher Safety</u> class will be held from 9am-11am on August 29 & 31st at Fire Station #2. This will most likely be the only

- training available for this subject for this year. You only need to attend one class.
- Management Safety Responsibility Training. This class goes over responsibilities of management and workers compensation forms. Part one of this class will be held on September 6th from 8am-10am and again from 10:30am-12:30pm. You only need to attend one class.
- The second part of the class mentioned above, <u>Accident</u>
 <u>Investigation</u>, will be held on September 20th and September 27th.

 This session will be a half-day class. You only need to attend BOTH classes.
- An 8-hour <u>Electrical Safety</u> class will be held on September 13th and September 21st from 8am to 5pm. You only need to attend one class.
- Another <u>CPR/AED</u> safety class will be offered. There is no date set yet.

NOTE: Please tell Dawn Beck if you are unable to make a training class because if there are not enough people signed up for a class and it has to be cancelled, the City may still have to pay for that class.

- **4. Future Meetings** (Held in the Capitol Conference Room beginning at 10:30 am)
 - -October 24th
 - -November 14th
 - -December 19th

Carson City Safety Committee Meeting
July 18, 2006
Capital Conference Boom

Capitol Conference Room

Facilitator: Dawn Beck, Risk Management

Recorder: Heidi Eskew-Herrmann, Planning Division

Meeting Time: 10:30am-11:00am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Ray Saylo, Duane Bottoms, Trent Osmer, Rhonda Price, Elaine Werlinger, Neil Fox.

2. Approval of June 14, 2006 Safety Committee Meeting Minutes. Meeting minutes approved.

3. General Business

- Workers Compensation June/July total of 18 cases–5 recordable, of which 3 are prescription only.
- SCATS-Safety Consultation and Training Section of OSHA will be touring all of the City departments with Dawn. SCATS points out items that need to be fixed, but the City cannot be fined as long as the problem areas are fixed within the required time period (usually 30 days). The first evaluation was at Wastewater on July 6, 2006. There were 28 items found that need correction. Many were electrical items, others included drill presses that need to be secured, and safety latches on lifts that need to be replaced. If OSHA had come out and found these items, the fine would have been at least \$50,000. Dawn is working with the managers to get these items corrected. SCATS will do a final inspection on August 7, 2006 to make sure that all items have been fixed.
- The next SCATs inspection will be at Utilities on August 7, 2006. The Wastewater Lab will also be put on the list for evaluation.
- The Courthouse now has an AED machine for the 3rd floor.
- Dawn will check if we must still obtain prescriptions for AED machines.
 She will be ordering a few more in the coming months for different departments.

Training Classes

 Hoist Training–July 20–8am-10am & 10:30am-12:30pm. Two separate classes held. Located at the Parks lunchroom.

- Outdoor Safety–July 25–8:30am-10:30am.
- Safety Complex Egress Training

 –July 26

 –9am

 –10am. Located in the DA's conference room.
- Parks Dept. will have training for the new procedure manual that they finished writing last winter. Time and date to be determined.
- Elaine reported that the Library has 7 new employees that need CPR training. Dawn will schedule these classes.

NOTE: Please tell Dawn Beck if you are unable to make a training class because if there are not enough people signed up for a class and it has to be cancelled, the City may still have to pay for that class.

- Ray reported that the new Sheriff's Office is under construction. The building should be completed in July/August of 2007.
- Neil reported that the Environmental Health department is moving into the old Carson Tahoe Rehabilitation Center. The second floor will contain Rehabilitation.
- Rhonda reported that the City Manager's office has been getting complaint calls about weeds causing fire hazards and also cars and motorhomes that are parked on streets for too long. The calls have been referred to the compliance officers and the Sheriff's office.
- 4. Future Meetings (Held in the Capitol Conference Room beginning at 10:30 am)
 - -August 22
 - -September 19

Carson City Safety Committee Meeting June 14, 2006

Capitol Conference Room

Facilitator: Dawn Beck, Risk Management

Recorder: Heidi Eskew-Herrmann, Planning Division

Meeting Time: 10:30am-11:00am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Duane Bottoms, Andy Biasotti, Meliah Gonzales

2. Approval of May 16, 2006 Safety Committee Meeting Minutes.

Meeting minutes approved.

3. General Business

- Welcome to Meliah from Alternative Sentencing.
- Workers Compensation May total of 8 cases (all most likely nonrecordable–Dawn does not yet have all of the information).
- SCATS-Safety Consultation and Training section of OSHA will eventually be touring all of the City departments with Dawn. SCATS points out items that need to be fixed, but the City cannot be fined as long as the problem areas are fixed within the required time period (usually 30 days). The first evaluation will be at Wastewater on July 6, 2006. Dawn will try to schedule one department evaluation per month, depending on how the first one goes.
- Egress training for the courthouse was completed and went well. The supervisors must assign specific personnel to perform duties such as making sure that all employees are accounted for in the event of a fire.
- One good suggestion that came out of the "suggestion box" at the Benefit Fair was that the City should provide slip-on boot spikes that prevent slipping on the ice in the winter. Meliah will bring in her pair so that the committee can take a look at them. She thinks that the cost is approximately \$16 per pair. Many of our work injuries in the winter are due to falls on the ice.

Training Classes

• Upcoming: Supervisor Safety Training. Dawn will put this class together for all department supervisors. Workers Compensation will be a large part of this class. All supervisors need to be trained on

- how to respond to safety issues.
- Hearing Conservation will be held on June 27th at Vehicle Maintenance
- Heat Awareness training was initially scheduled for June 15th, but must be rescheduled.
- *Utility Vehicle Training & Kabota Training* will be held at the Parks Department. The initial date was June 19th, but will be rescheduled.
- Hoist Training will be held on July 20th from 8am-10am and again from 10:30am-12:30pm. Contact Dawn with information on where this training will be held.
- CPR classes—Dawn has had a lot of interest in these classes. The classes require a minimum number of six to eight people. If anyone would like to sign up, contact Dawn. When six people sign up, Dawn will schedule the class.

Training Classes Held Last Month

- Defensive Driving for seasonal employees
- Parks and Recreation had an all day Safety Training class with Scott Alquist. The participants said that it went very well.

NOTE: Please tell Dawn Beck if you are unable to make a training class because if there are not enough people signed up for a class and it has to be cancelled, the City may still have to pay for that class.

- **4. Future Meetings** (Held in the Capitol Conference Room beginning at 10:30 am)
 - -July 18
 - -August 22
 - -September 19

May 16, 2006

Capitol Conference Room

Facilitator: Dawn Beck, Risk Management

Recorder: Heidi Eskew-Herrmann, Planning Division

Meeting Time: 10:30am-11:35am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Duane Bottoms, Rhonda Price, Trent Osmer, Neil Fox

2. Approval of April 24, 2006 Safety Committee Meeting Minutes. Meeting minutes approved.

3. General Business

- Welcome to new member Neil Fox with the Environmental Health Department. He will be replacing Connie Lucido.
- The Parks Department is waiting for a box to hang the AED machine. They will order one for approximately \$80.
- Workers Compensation April/May total of 53 cases (7 recordable, 2 RX only). Many of the claims were from the Fire Department. They file a claim each time that they are exposed to combustibles or unknowns. However, the claims are considered non-recordable.
- When someone in any department is injured, it is important that the safety representative for that department be notified so that training can be arranged or that changes can be made to increase safety and/or awareness.

Training Classes

- CPR 5/23/06
- Defensive Driving (Dawn sent out an email in May)
- Parks Department (seasonal employees) will have all day safety training on 5/18/06. This training will include Personal Protective Equipment, Hearing Conservation, Power Tools, etc.
- Welding Safety on 5/23/06
- A Heat Awareness, Snake and Spider training class is tentatively scheduled for 6/15/06. A biologist from TMCC is scheduled to teach this class.
- Cranes and Lifts training is needed and will be scheduled in the future for Vehicle Maintenance, Parks and Public Works. Each

department should be familiar with their owner's manual for each piece of equipment.

Training Classes Held Last Month

- First Aid class was cancelled due to not enough sign-ups
- CPR was held on 5/11/06
- Defensive Driving was held for the Custodians and Latch Key employees
- Workplace Violence
- Hearing Conservation on 5/16/06
- Respirator Training (Fitting, Training, Cleaning) on 5/3/06. Parks Department has noticed an improvement with the use and maintenance of their respirators.

NOTE: Please tell Dawn Beck if you are unable to make a training class because if there are not enough people signed up for a class and it has to be cancelled, the City may still have to pay for that class.

- Quill has new respirators, First Aid kits, etc. Dawn took a tour. They are now working on dust control.
- Pool Pact will hopefully be purchasing audio decimeters to measure noise. The purpose of this is to determine hearing needs for employees to prevent hearing loss.
- The Benefit Fair will be held on 5/18/06. Risk Management will have a booth there.
- A fire drill was held at City Hall on 5/12/06 and went very well
- A fire drill was held at the Library on 5/19/06 and went very well.
- On 6/1/06 the Safety Complex will have Egress training.
- The annual inspection for Utilities is coming up. The department needs to assign a safety person.
- Sun exposure— sunscreen, hats, and water are provided by the Parks Dept. for their employees that work outside. Everyone needs to be aware of the risks of overheating and sunburn. Gel neck coolers were ordered and should be arriving soon.
- Heavy Equipment checklists need to be completed daily when used.
- Trent Osmer came up with a list of safety concerns for his department. Some things he will fix himself and others will need to be fixed in a timely manner.
- SCATS (Safety Consultation & Training, a division of OSHA) will be going
 around with Dawn to look for safety issues around the city. During the inspection
 they do write a list of what needs to be corrected. The correction time is 30
 days, unless there is imminent danger, in which it will need to be corrected
 immediately.
- 4. Future Meetings (Capitol Conference Room)

-June 14 -July 18

-August 22 -September 19

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April 24, 2006

Capitol Conference Room Facilitator: Dawn Beck

Recorder: Heidi Eskew-Herrmann Meeting Time: 10:30am-11:00am

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Trent Osmer, Duane Bottoms, Ray Saylo, Rhonda Price

2. Approval of March 21, 2006 Safety Committee Meeting Minutes. Meeting minutes approved.

3. General Business

Training Classes

April 26-New Employee training for the Parks seasonal employees.

May 3-- Respirator Training and Fit Test 1-3pm

May 4-- First Aid 9am-1pm in the Bonanza Room at the Community Center

May 9-Workplace Violence 8am-10am or 10:30am-12:30pm

May 16-Hearing Conservation at the Parks Department lunchroom. Two sessions available: 8am-10am or 10:30am-12:30pm

May 11 & May 23-CPR 9am-1pm at the Library. Enter through the back door.

May 23–Welding from 9am-11am in the Parks Department lunchroom. (This date was changed from 4/21, as requested)

Training Classes Held Last Month

- ATV Training. The Sheriff's Office employees still need training. Dawn will set this up.
- Egress Training was held for Community Counseling in the new Health Department on Long Street.
- Workplace Violence Awareness. This training class has received good reviews.
- The Parks Department now has an AED machine. It still needs to be mounted on the wall.

- MSDS random check was done at the Parks Department by Dawn. It went pretty well, but some corrections need to be made.
- The annual safety inspection at Wastewater was done and there are some corrections to be made. Random MSDS checks were conducted. The Lab's MSDS went well. The general MSDS for the rest of Wastewater needs to be updated/organized.
- Risk Management will have a table set up at the Benefits Fair on May 18ty. There with drawings, safety information, and a safety suggestion box.
- Workers Comp.
 -6 Cases (1 or 2 recordable).

4. Future Meetings

- -May 16, Capitol Conference Room
- -June 20, Capitol Conference Room (Will be changed)

Carson City Safety Committee Meeting March 21, 2006 Capitol Conference Room Facilitator: Dawn Beck

Recorder: Heidi Eskew-Herrmann Meeting Time: 10:30am-11:05am

1. Completed sign-in sheet.

Members present: Dawn Beck, Elaine Werlinger, Duane Bottoms, Heidi Skew-Herrmann, Andy Biasotti

2. Approval of February 21, 2006 Safety Committee Meeting Minutes. Meeting minutes approved.

- Welcomed new member Andy Biasotti with Facility Maintenance. Andy will be replacing Gary Click as the Safety Committee member.
- Worker's Compensation Claims for February: There were 13 total claims.
 Three claims were recordable.
- Training classes:
 - -CPR/First Aid/Blood Born Pathogen classes have been completed for this year. If anyone else is interested in signing up, email Dawn and she will put you on a list for future classes that may be held.
 - -Defensive Driving course will be put on for free by the City's Insurance Company. Simulators are provided to allow students to react to different situations. The class should be held on four days through May 2006.
 - -Lockout/Tagout will be held on March 28th at the Parks & Recreation break room. The class will be held from 9am-12pm. However, this date may change as there are only five or six people signed up and Dawn may merge this class with another class.
 - -An ATV Class will be held on March 29th and again on April 11th from 9am-4pm. An ATV class specifically for the Sheriff's Department will be held on April 12th.
 - -April 26th-Hearing Conservation and MSDS Right to Know will be held from 8-12 and a second class will be held from 1-5. Interested parties need only to sign up for either the morning or the afternoon classes. -Snake/Spider/outdoor danger class will be scheduled.
- Duane Bottoms with the Parks & Recreation Department told Dawn that more respirators are needed for pesticide application. About half of the permanent staff applies pesticides and each person must be fitted for a respirator. Training will also be needed in properly cleaning and storing

the respirators. Dawn is looking into this issue and will set up the fitting and training sessions. Temporary employees will soon be hired and will need training as soon as possible.

 The national standard for CPR has changed which will affect the AED machines. A new computer chip will be available in October of 2006. The new AED computer chip will verbalize this change when instructing CPR.

4. Future Meetings

- -April 25, Capitol Conference Room
- -May 16, Capitol Conference Room
- -June 20, Capitol Conference Room

February 21, 2006

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Capitol Conference Room Facilitator: Dawn Beck

Recorder: Heidi Eskew-Herrmann Meeting Time: 10:30am-11:15am

1. Completed sign-in sheet.

Members present: Dawn Beck, Elaine Werlinger, Connie Lucido, Gary Click, Duane Bottoms, Trent Osmer, Heidi Eskew-Herrmann

2. Approval of January 24, 2006 Safety Committee Meeting Minutes. Meeting minutes approved.

3. General Business

- Welcomed new member Connie Lucido with the Environmental Health Department.
- Worker's Compensation Claims for January: Seven total recordable cases. One Physical Therapy only, Two were prescription only.
- Yearly Summary of Work-Related Injuries & Illnesses (OSHA Form 300A)
 were put up in each department. The sheets must remain up until April 20,
 2006.

2005 = 52 cases 2004 = 56 cases

- Training classes:
 - -- Many classes have had to be cancelled due to lack of registration.
 - --Classes still scheduled: February 22 & March 7, 2006: Adult CPR & AED with Infant and Child CPR in the afternoon.

February 23, 2006: First Aid Class

- --The Bloodborne Pathogens classes have been cancelled for February 23 and March 8, 2006.
- --6 people minimum are required for the training classes.
- -Defensive Driving course will be put on for free by the City's Insurance Company. Simulators are provided to allow students to react to different situations. The class should be held on four days through May 2006.
- -2006 training classes will be put together and held by Dawn. She will start the scheduling soon.
- -Training is needed on ATVs for Environmental Health & Sheriff's Dept.
- -A surprise fire drill will be scheduled at the Library by Dawn.
- -Welding training classes are needed. Dawn will schedule them.

- Dawn is wrapping up the annual inspections for the City. These were delayed due to the City Hall remodel.
- Random MSDS inspections will be put on by Dawn to ensure that everyone knows where the MSDS sheets are located and how to read them.
- Dawn has had to remind some City workers to wear their Personal Protection Equipment, including eye and ear protection, and to use their saw guards. All supervisors should remind their employees that they must use proper protection at all times.
- Duane Bottoms with the Parks & Recreation Department told Dawn that
 more respirators are needed for pesticide application. About half of the
 permanent staff applies pesticides and each person must be fitted for a
 respirator. Training will also be needed in properly washing and storing
 the respirators.
- The question came up if the City's Vehicle Maintenance Department is certified in Forklift Maintenance. Dawn will check.
- All building exit signs must be lit at all times. Wastewater had a few signs that are posterboard; Dawn will check on these to see if they are grandfathered in.
- Gary Click will double check on the yearly check for Fire Extinguishers for Parks & Rec. Are they on the normal rotation?
- AED machines have been installed in various departments. Training is needed before machines can be distributed to departments; however, the machine also verbalizes the instructions when it is in use.
- Parks & Rec. needs an AED machine. After employees are trained, Dawn will have one installed.
- The new building for Environmental Health and Rehabilitation is currently being remodeled. The building staff will need egress training and safety checks.
- Future meetings: April 25, 10:30am, Capitol Conference Room
- May 16, 10:30am, Capitol Conference Room
- June 20, 10:30am, Capitol Conference Room

Carson City Safety Meeting January 24, 2006 Capitol Conference Room Facilitator: Tony Baker

Meeting Time: 10:30am-10:45am

1. Completed sign-in sheet.

Members present: Tony Baker, Gary Click, Rhonda Price, Laura Neimark, Elaine Werlinger & Duane Bottoms

2. Approval of December 20, 2005 Safety Committee Meeting Notes. Meeting minutes approved.

3. General Business

- Workers' Compensation Claims: 15 total reported, only 3 recordable cases
- City Hall just about back to normal after remodel
- Classes are in the process of being scheduled and will begin in February

4. Future Safety Meetings

- February 21, 2006 @ 10:30am, Executive Conference Room
- March 21, 2006 @ 10:30am, Capitol Conference Room