

**Safety Committee Meeting
12/18/2008**

| Name | Department | Please initial |
|----------------------------|---------------------------|----------------|
| Michele Cruz, Risk Manager | Finance - Risk Management | RM MSC |
| Andy Biasotti | Parks | AB |
| Beckie Neep | Sheriff's | |
| Chris McQueary | Finance - Risk Management | cm |
| Dan Nevin | Fire | he |
| Duane Bottoms | Parks | D.B. |
| Elaine Werlinger | Library | EW |
| Heidi Eskew-Herrmann | Development Services | Catraing class |
| Jerad Reid | PW - Water | JR |
| John Warne - | D.A./Risk | |
| Mark Simpson - | PW - Wastewater | |
| Neil Fox | Health | Neil Fox |
| William Thomas | Human Resources | WT |
| | | |
| | | |
| | | |
| | | |
| | | |

Safety Committee Meeting: 12/22/2008

In Attendance: Michele Cruz
Andy Biasotti
Chris McQueary
Dan Nevin
Duane Bottoms
Elaine Werlinger
Jerad Reid
Neil Fox
William Thomas

Handouts: Section II: Safety Committee (From the City Safety Manual)
What is the Purpose of a Safety Committee (Duane brought)

Training Video Viewed: "Winter Driving" (by Video Training Source) everyone agreed this is a good one for the training library

MC: What kind of input would you like the City Manager to receive from the Safety Committee?

Dan: Participation – optional or mandated? We should have representation from every department. We need support from the top.

Duane: How do we manage safety needs when we are working with less staff & required to provide the same level of service? Safety shouldn't be one of the areas of shortfall.

MC: How do you receive communication throughout the City?

- Nevada Appeal
- E-mail
- Department heads
- Networking

MC: How do we get our messages out?

- Chain of command
- Direct Report Committee (Dan's suggestion)
- Give committee members more authority

William: We need to have our presentations put together well & report to the Monday morning meetings for all the Directors (@ 10:30 am)

Neil: Safety Manual has never been ratified
There's no routine or system
Need to reaffirm that the directors are responsible
Directors should have to spend "X" amount of hours each month taking care of safety training & reporting issues

MC: Reminder next Safety Committee Meeting January 22nd & POOL/PACT will have representatives there

MC: Money for claims comes from the City funds on all claims under \$100,000.00.

William: Requested everyone receive a copy of the "whole" Safety Manual

Andy: shoe chains

MC: Request each Department to have Department Safety Meetings held 1 week before the Safety Committee Meetings

From the City Safety Manual:

Section II: Safety Committee

To assure the departments have the necessary level of input and access to safety review and monitoring, the City Manager through the City's Risk Management Division has established an interdepartmental committee known as the Safety Committee is charged with the following functions:

- To study accidents, statistics, and trends to determine unsafe conditions and practices and corrective actions;
- To provide recommendations to the Risk Management Division on safety policies, procedures, regulations, and training;
- To disseminate safety information throughout City work operations;
- To receive and review suggestions, comments, or complaints of City employees on matters pertaining to safety; and
- To conduct special investigations, research, or policy development in the area of safety.

The Safety Committee meets monthly, or more often as needed. The Committee may request the staff assistance of any department in conducting Committee activities with the coordination of the department head. The Committee may recommend the establishment of subcommittees, either special or standing, subject to the approval of the Risk Management Division.

What Is The Purpose Of A Safety Committee?

The mission of the Safety Committee is to provide guidance and support to improve the safety program and enhance work place safety. The Safety Committee consists of employee representatives from each department that are familiar with both the work environment and safety procedures of their department. The responsibilities of the Safety Committee and its members are to:

- ◆ Identify workplace hazardous conditions and work practices;
- ◆ Determine the root causes for those conditions and practices;
- ◆ Develop solutions and submit recommendations to correct problems and improve systems; and
- ◆ Monitor the progress of recommendations and the quality of safety programs and activities.

It's important to note that none of these responsibilities requires the safety committee to actually control safety programs or people. When the safety committee assumes the role of a consultant group within a company, it is not expected to control a budget, safety training, purchasing equipment, etc. These responsibilities are more properly carried out by the line organization.

One of the most important jobs of the safety committee representative is to act as a liaison: to receive and report employee safety concerns, and provide regular feedback to the employee regarding the status or response to those concerns. Not providing adequate feedback to employees may render a safety committee ineffective, in the view of employees, in its ability to communicate and effectively carry out its purpose.

The safety committee also performs consultative duties upstream to management. This is done primarily through the written recommendation process.

From: Christine McQueary
To: Safety Committee
Date: 12/18/2008 2:44 PM
Subject: Copy of Carson City Safety Manual
Attachments: Carson City Safety Manual.pdf

Good afternoon!

I've attached a copy of the existing Carson City Safety Manual as William requested in this morning's meeting. Please let me know if you have any problems with the PDF file.

Any comments or ideas that will help improve the safety manual would be greatly appreciated.

Happy Holidays!

Chris McQueary
Management Assistant
Carson City Purchasing & Risk Management
201 N. Carson St., Ste 3
Carson City, NV 89701
775-887-2133 x 30485
Fax 775-887-2107
CMcQueary@ci.carson-city.nv.us

Subject: Copy of Carson City Safety Manual
Created By: CMcQueary@ci.carson-city.nv.us
Scheduled Date:
Creation Date: 12/18/2008 2:44 PM
From: Christine McQueary

| Recipient | Action | Date & Time | Comment |
|------------------------------------|-------------|--------------------|---------|
| To: Andy Biasotti (ABiasotti) | Read | 12/18/2008 3:27 PM | |
| To: Beckie Neep (BeckieN) | Delivered | 12/18/2008 2:44 PM | |
| To: Dan Nevin (Nevin) | Read | 12/18/2008 2:46 PM | |
| To: Duane Bottoms (DBottoms) | Read | 12/18/2008 2:49 PM | |
| To: Elaine Werlinger (ewerling) | Transferred | 12/18/2008 2:46 PM | |
| To: Heidi Eskew-Herrmann (HEskewH) | Delivered | 12/18/2008 2:44 PM | |
| To: John Warne (JWarne) | Read | 12/18/2008 3:09 PM | |
| To: Mark Simpson (MSimpson) | Delivered | 12/18/2008 2:44 PM | |
| To: Michele Cruz (MCruz) | Delivered | 12/18/2008 2:44 PM | |
| To: Neil Fox (NFox) | Read | 12/18/2008 3:04 PM | |
| To: Rit Palmer (RitP) | Read | 12/18/2008 2:51 PM | |
| To: Sylvia Yasumoto (SYasumoto) | Read | 12/18/2008 2:48 PM | |
| To: William Mabray (WMabray) | Delivered | 12/18/2008 2:44 PM | |
| To: William Thomas (Thomas) | Delivered | 12/18/2008 2:44 PM | |