Carson City Safety Meeting December 20, 2005 Capitol Conference Room Facilitator: Dawn Beck

Recorder: Dawn Beck

Meeting Time: 10:00 am-11:15am

1. Completed sign-in sheet.

Members present: Dawn Beck, Ray Saylo, Curtis Fisher, Gary Click, Rhonda

Price

2. Approval of November 29, 2005 Safety Committee Meeting Notes. Meeting minutes approved.

3. General Business

- Workers' Compensation Claims: 2 recordable cases
- Training:
 - -Library had the last of the Egress Training
 - -Safety Complex had AED/CPR training, 2 AEDs have been distributed.
 - -ATV Safety has been done for Parks; classes to be scheduled for Sheriff and Environmental Health
 - -Vehicle Maintenance has received AED/CPR Training and AED has been delivered.

Training Being Scheduled:

- -Mechanical Safety
- -ATV Safety
- -Welding Safety
- -CPR, 1st Aid, AED, Bloodborne Pathogens
- -Many others.

If there are classes that you think would be beneficial to your department or the City as a whole, please let me know. We are here to make your job and work environment safe!

- New egress maps for City Hall and Safety Complex are being designed.
- Reinspections

In general they are just about done. A few departments have some corrections to still do.

Risk Management has safety videos that departments can check out. We

plan to have a table with pamphlets on different safety topics. Please come by and see what videos we have or to make a suggestion!

• REMEMBER: Monthly Safety Inspections are due by the 10th of each month! Reminders will be sent to departments in February if you missed turning in your January inspection.

4. Future Safety Meetings

- January 24, 2006 @ 10:30am, Capitol Conference Room
- February 21, 2006 @ 10:30am, Executive Conference Room
- March 21, 2006 @ 10:30am, Capitol Conference Room

Carson City Safety Meeting November 29, 2005 Capitol Conference Room Facilitator: Dawn Beck

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

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Ray Saylo, Rhonda Price, Laura Neimark.

2. Approval of October 19, 2005 Safety Committee Meeting Notes. Meeting minutes approved.

3. General Business

- Workers' Compensation Claims: 9 recordable cases (Two were for Physical Therapy only and one was for stitches only).
- The Committee welcomed new member Rhonda Price from the Executive Offices.
- Training:
 - Welding Safety Class- one class was held. Another will be scheduled for early 2006.
 - ATV Safety was held on December 13, 2005.
 - AED/CPR for the Safety Complex. Two machines will be put there on November 30, 2005.
 - Library Egress training will be held December 2, 2005 for library volunteers and others who have not yet received the training.
 - Winter Driving Safety class will be scheduled for January 2006.
 - Workplace Violence condensed course will be scheduled for 2006.
 - The training season starts all over again in January.
- Dawn will put together a policy for City ATV use. Risk Management will also need to know the makes and models of all of the City Quads.
- Safety Re-inspections are going well. Dawn is almost finished for the year.
- Risk Management is moving to the old Human Resources offices.
- MSDS checks will be held in January. Dawn was not able to check in November.

4. Future Safety Meetings

December 20, 2005 in the Capitol Conference Room at 10:00 am.

Carson City Safety Committee October 19, 2005 Capitol Conference Room Facilitator: Dawn Beck

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

1. Completed sign-in sheet.

Members present: Dawn Beck, Heidi Eskew-Herrmann, Elaine Werlinger, Duane Bottoms

2. Approval of September 21, 2005 Safety Committee Meeting Notes. Meeting Minutes Approved.

3. General Business

- Workers' Compensation Claims: 5 recordable cases (2 were for prescription only). Most of the recordable cases were systemic or due to exposure.
- Dawn is finishing the Annual Safety Inspections. There are two buildings left to inspect. Next year, the inspections may be spread out throughout the year instead of being held all at once so that Dawn can spend more time with each department. Overall this year, the inspections were better than last year.
- One important point that came up during Annual Inspections was that Eye Wash Stations need to be checked/run on a monthly basis in order to clear out the water lines.
- Next month, Dawn will perform random MSDS checks. It should only take employees less than a minute to locate the MSDS sheets for any chemical. Dawn will randomly pull chemicals and ask the employees for the MSDS sheets.
- It was brought up that perhaps the City should require an annual chemical inventory from each department that handles chemicals. An updated copy would go to the Fire Department so that they will know which chemicals are being used in each department.

Training:

- Hand and Power Tool Training was held on October 18th.
- The Egress training at the library has been finished. One more class will be held for those volunteers and employees that missed the first class. The class is tentatively scheduled for November

18th.

- Respiratory mask training will need to be held for some Parks employees. There was discussion about using the masks versus changing the product used to a product that does not require the use of a mask. However, sometimes changing the product to a less toxic version is not an option.
- AED/CPR training will be held for the safety complex employees.
 Dawn will also train them on their Egress plan.
- A second AED/CPR training class will be held for library employees that missed the last training session. No date has yet been set.
- Workplace Violence Awareness training class will be held November 3rd from 8:30am-5:00pm.
- There was discussion about Department Heads and Supervisors being held liable for not requiring training. It is a possibility of which Department Heads need to be aware.
- The Parks and Recreation Department is implementing a bar coding system for tools. A flag comes up when a person checks out a piece of equipment when that person has not been trained.

4. Future Safety Meetings

- November 29nd
- December 20th

All meetings will be held in the Capitol Conference Room at City Hall at 10:30 am.

Carson City Safety Committee September 21, 2005 Capitol Conference Room Facilitator: Dawn Beck

Recorder: Dawn Beck

1. Completed sign in sheet.

Members present: Dawn Beck, Elaine Werlinger, Trent Osmer, Laura Niemark, Tom Gordon

2. Approval of August 23, 2005 Safety Committee Meeting Notes.

Meeting Minutes Approved.

3. General Business

- Workers' Compensation Claims: 5 recordable cases 1 was for Rx only).
- Dawn reported that Annual Safety Inspections are going well. Great improvement since last year.
- In the next couple of months, Dawn will be doing random pulls of chemicals, and have MSDSs pulled.
- Dawn reminded departments that eye wash stations need to be ran/checked monthly.

4. Future Safety Meetings

- October 19th
- November 22nd
- December 20th

All meetings will be held in the Capitol Conference Room at City Hall at 10:30 am.

Carson City Safety Committee August 23, 2005 Capitol Conference Room Facilitator: Dawn Beck

Recorder: Heidi Eskew-Herrmann

1. Completed sign in sheet.

Members present:

2. Approval of June, 2005 Safety Committee Meeting Notes. Meeting Minutes Approved.

- Workers' Compensation Claims: 2 recordable cases (1 was for Rx only).
- Dawn is doing observations of City employees working in the field to see if they are wearing required safety equipment. She observed the Parks employees and they were wearing the correct equipment. However, employees from the Streets Department were not wearing the appropriate equipment. Dawn called their supervisor to take care of the safety problem.
- Upcoming training classes:
 - -- Dawn is scheduling AED, CPR & First Aid training for Safety Complex.
 - --Blood Born Pathogen Training will be held on September 13th at 7:00 am, 8:30 am, 1:30 pm, 4:00 pm. The training will be held at the Streets Dept.
 - --Injuries-Causes and Prevention/Health, Wellness and Nutrition Training will be held on August 30th and September 1st at the Community Center.
 - -Weapons of Mass Destruction (this training is for Development Services ONLY). Training will be held on September 12th & 14th at Fire Station 2. Date and Time not yet known for the following classes:
 - -Welding Safety
 - -Hand & Power Tools
 - -Lockout Tagout
 - -Workplace Violence
 - -ATV Safety
- Dawn is working with the Library on their Egress plan. The Safety Complex will be next on the list for Egress plans.
- Dawn is working on updating safety policies and manuals.

- Every department has a safety manual. Let Dawn know if your department does not have such a manual.
- EOC–IS NIMS 700 course will be held on September 15, 16, 19, 20, 21, 22. Training classes are 4 hours in duration and must be completed by October 2005 in order for the City to be able to apply for federal grant money.
- Dawn will be conducting annual inspections of all City departments in September.
- Gary click with facilities maintenance is in the process of checking/providing maintenance for the fire extinguishers for all City departments.

4. Future Safety Meetings

- September 21st
- October 19th
- November 22nd
- December 20th

All meetings will be held in the Capitol Conference Room at City Hall at 10:30 am.

Carson City Safety Committee

July 26, 2005 @ 10:30 am Streets Conference Room Facilitator: Dawn Beck

Recorder: Dawn Beck

1. Completed sign in sheet

Members Present: Dawn Beck, Elaine Werlinger, Duane Bottoms, Jim Quilici, Gary Click,

Debbie Devall

2. Approval of May, 2005, Safety Meeting minutes

Meeting Minutes Approved.

- Workers' compensation cases: 35 total, 6 of which were recordable, and 1 of those were prescription only.
- Liabilities:
 - Broken water main at Como, 1 car damaged.
 - Center Island damaged on Carson Street, plants replaced.
- Up coming training
 - August 2 & 4, Confined Space Training.
 - August 30 & September 1, Injury Causes & Prevention And Wellness & Nutrition
- Issued AED Machine to Wastewater.
- Duane discussed training concerns for Parks Dept.
- Gary said there are about 170 fire extinguishers in the City. They should all be inspected by Carson Fire Extinguisher next month. When this is done, new cards will be placed on each fire extinguisher so that the Safety Representatives can sign off on the fire extinguisher each month.
- Annual Safety Inspections will be done next month.
- 4. Next safety meeting schedule August 23, 2005

Carson City Safety Committee April 19, 2005 @ 10:30am

Capitol Conference Room Facilitator: Dawn Beck Recorder: Laura Neimark

1. Sign in sheet completed

Members present: Dawn Beck, Ray Saylo, Jim Quilici, Duane Bottoms, Laura Neimark, Curtis Fisher.

2. Approval of 3/22/05 Meeting Minutes

Meeting Minutes approved.

- ★ Dawn 9 workers' compensation cases, 2 of those were recordable.
- ★ Dawn City Hall has been trained for emergency egress, and a surprise fire drill will soon occur. The Safety Complex is the next building scheduled to be trained.
- ★ Dawn has scheduled Fire Safety with the Fire Dept. for City Hall. Jim Quilici will be conducting the training.
- ★ Jim discussed training that the Fire Dept. will be conducting: AED (automatic electric defribulator) machine for City buildings that have the machines, and OSHA, CPR, First Aid, and Bloodborne Pathogen classes for Developmental Services.
- ★ Dawn will be scheduling city-wide training covering various safety related topics, and is open to suggestions for new training. Monthly e-mails will be sent with the upcoming classes.
- ★ Duane, Parks Dept., feels that they should have mandatory training, especially for their upcoming seasonal staff, such as chainsaw usage.
- ★ Dawn stated Environmental Health, as well as the Parks should have training also, for example, bloodborne pathogens.
- Dawn reported: April 18, each department in City Hall was trained in Emergency Egress. UPCOMING TRAINING: American Red Cross, "Together We Prepare, Emergency Preparedness", May 3 and 5; May 19th and 26th are scheduled for City Hall and Community Center for AED, CPR, and Bloodborne Pathogen (BBP). Each building with an AED machine will have at least a couple of people from each department trained in the use of the machine. Fire Safety on 4/25/05 has

been canceled. Will be done in conjunction with Egress Training. April 27, Nevada Hwy. Patrol Motor Carrier will go over trucks, loads, and laws.

7. 3

- ★ Duane asked about the forklift checklist; Dawn said it was at the printers.
- ★ Jim set up a chainsaw safety class on May 17 for the Park's seasonal employees, which will be held at the corporate yard from 10:00am to 12:00pm.
- ★ Dawn reported that there were a couple of liability claims: DUI driver hit a sheriff's vehicle, and someone else hit a pole at Hwy. 50 and Hwy. 395.

Next meeting is MAY 24, 2005 @ 10:30am in the CAPITOL CONFERENCE ROOM at City Hall.

Carson City Safety Committee February 15, 2005 10:35 A.M.-11:05 A.M. Capital Conference Room, City Hall

Facilitator: Dawn Beck

Recorder: Heidi Eskew-Herrmann

1. Sign in sheet completed

Members present: Dawn Beck, Heidi Eskew-Herrmann, Debbie Devall, Laura Neimark, Ray Saylo, Tom Gordon

2. Approval of Meeting Minutes

Meeting minutes from January 25, 2005 were approved.

- Workers Compensation for January–7 recordable cases, 2 cases were prescription only.
- The safety posters have arrived. Tony and Dawn will change them out quarterly throughout the city.
- Emergency egress policy—the policy is currently being finalized. Risk
 Management will conduct annual fire drills. Duane with the Fire
 Department will be assisting with the drills. Each office will have a person
 that will be in charge of the emergency egress. These same people will be
 trained on the use of the fire extinguishers.
- Dawn is still doing re-inspections for safety issues from the safety inspections in November.
- Upcoming Training classes:
- **2/23/05**: Defensive Driving. Two classes are available. 8am-9:30am or from 10:30 am-12:00 pm.
- 3/9/05: Gas and Electric Awareness presented by SPPco & SWG. This training will also go over the newNAC codes and "call before you dig" rules.
- 3/22/05: "Laugh Yourself Safe": This class teaches different aspects of personal safety. Four class times are available: on 3/22/05 at 9am, 11am or 2pm, and on 3/23/05 at 9am.
- CPR, First Aid, Bloodborne Pathogens, Emergency Preparedness and Fire Extinguisher classes – Dawn is in the process of scheduling these classes. They may be given in April or May.
- All of the training classes are available to ALL City employees, and all employees are encouraged to take them.

Member reports:

- Ray Saylo would like the fire extinguisher system in the old kitchen at the Sheriff's Dept. to be left until the building is demolished. It would be quite an expense to remove.
- Dawn reiterated that all safety committee members should report safety issues to Risk Management.
- Tom Gordon wanted the City's Drug and Alcohol Policy to be clarified.
 Dawn said that an employee will be drug/alcohol tested is if they are
 involved in an auto accident in the course of their employment. An
 employee maybe drug/alcohol tested if they are injured in the course of
 their job.
- Tom also said that the city should consider testing new hires for drugs and alcohol, as many private businesses do.
- The monthly inspection checklists have been updated by Dawn and will be going out to all departments soon.

5. Future Meetings

The next meetings will be held at 10:30 A.M. in the Capitol Conference Room on March 22nd, April 19th and May 24th. Dawn will book the conference room.

Carson City Safety Committee January 25, 2005 10:35 A.M. Capital Conference Room, City Hall

Facilitator: Dawn Beck

Recorder: Heidi Eskew-Herrmann

1. Sign in sheet completed

Members present: Heidi Eskew-Herrmann, Dawn Beck, Elaine Werlinger, Laura Neimark, Debbie Devall.

2. Approval of Meeting Minutes

Meeting minutes from December 14, 2004 were approved.

- Welcome to new member Laura Neimark. She will be taking Dustin Booth's place as the Safety Committee representative for the Health Department.
- Dawn has been reinspecting City facilities that did not pass inspection last November. About half of the required corrections have been made. The other half have not yet been addressed or corrected. Reinspections will continue. Dawn has also been posting work related injury numbers in the City facilities to inform all employees.
- Dawn also observed the Street Department employees as the "blew & sealed" cracks on the roads. They put up signs and posted notices on cars and houses in the vicinity in which they were working. The employees all wore the proper safety equipment/personal protection equipment.
- Carson City had 56 recordable injuries in 2004. There were a total of 386 days away from work, 808 restricted duty days.
- Of the 56 recordable cases, 33 were prescription or physical therapy only. The other 23 cases resulted in either time off or light duty restrictions.
- Carson City had an average annual employee count of 713 for 2004.
- 12/6/04 Dawn sent a memo to all departments at City Hall requesting names of people who would be in charge of their department during an evacuation.
- Snow related accidents:
 - -3 snow plows hitting walls
 - -4 snow plows hitting vehicles

- -1 vehicle accident. A police officer was responding to a Code 3 and was hit at an intersection.
- -A sewer vehicle hit a car and dented their bumper.
- January 2005–1 recordable case has been reported for this month.
- Upcoming Training Classes:
 Thursday, January 27th—Safety Awareness for Excavators
 Wednesday, February 2nd—Personal Protective Equipment
 Wednesday, February 23rd—Defensive Driving
 Wednesday, March 9th—Sierra Pacific Power Company and Southwest
 Gas Company Electric and Gas Safety Awareness
- Safety posters and frames have been ordered. Risk Management will mount them in City facilities when they arrive.
- Risk Management will be sending memo with all paychecks this week regarding the City's drug and alcohol policy.
- Safety Committee safety inspection are due to Dawn by the 10th of every month.

4. Future Meetings

The next meetings will be held at 10:30 A.M. in the Capital Conference Room on February 15th, 2005 and March 22, 2005.