City and County of Broomfield, Colorado

Safety Committee Meeting

Norman Smith Service Center – Conference Room

Minutes

September 27, 2012

Attendance: Members Present: Craig Hoffman, Jan Graham, Mike Stangoni, Leroy Shook, Diane Clark, Joleen Reefe, Brad White, Ryan Uran, Stacy Stroh, Vickie Mauri, Suzanne Smith, and Rosemary Novotny. Members Absent: Robin Schmalzbauer, Sean James, Mike King, Lisa Watson, Scott Thoreson, and John Rothrock.

Jill Johnson and Shawn DeSotel attended the meeting to address a concern which Facilities received concerning a second floor emergency exit for IT in the George Di Ciero Administration Building. Concerns were raised if fire blocked passage to stairs. It is difficult to exit ladder through roof and it is located within stair well. Shawn met with a company which has rope ladders for $175 which can be used to exit building after window is popped out. Jan Graham talked about building code and noted that she reviewed original building plans and building had sufficient egress at that time. The sprinkler system should mitigate fire to allow occupants to exit safely. Jan will review current building plans and report back to Committee. Suzanne suggested that North Metro Fire Department review any recommendations before implementation of any new systems.

Minutes from August 23, 2012, meeting were approved with deletion of one sentence referencing action by Mike Stangoni which was not accurate to his recollection – Mike Stangoni – motion to approve as amended, Craig Hoffman - second.

- Safety Manual
  - Jan Graham – Proofreading Status –
  - Jan brought a copy of index on work completed on the Manual. The Manual is approximately 115 to 130 pages. She has completed approximately 7/8's of the hyperlinks. Rosemary asked if Jan needed assistance. Jan requested that committee members review document and give her comments on formats or anything else they may see in pages provided. She will send out email to all with links to document when she is finished so it can be reviewed. Suzanne advised that HR can convert final document to format needed for web pages and links.
  - Appendixes
- Safety Committee Members - Who is your alternate? Names?
  - Jan Graham added Mike Rabenstein as her alternate for Community Development as assigned by the department head. Brad White will ask about an alternate for Facilities.
- Evacuation Plans –
  - Joyce Newberry is working on background information for this project to coordinate with members.
  - There was a suggestion to add AED locations to evacuation plans.
  - Safety Inspection Website – Vickie clarified that ISHN website link she sent by email to members might be trying to market program vendor for Safety Inspections. However, she has found good safety information on the ISHN website.
- SAFETY/WELLLNESS FAIR
  - Thoughts or questions that were raised?

- Brad White reported that he attended the CIRSA Safety Committee meeting in August. One of the presentations involved manhole cover options. The purpose is to try to mitigate workers' compensation insurance claims resulting from injuries incurred moving manhole covers. Ryan Uran will tell Galen Heffington to contact Bob Pomeroy (CIRSA) for more information on this equipment. Ryan reported that Utilities already has a magnet apparatus to lift covers but it doesn't appear to work very well.

- Safety Assessment
  - Carolyn information from special districts – safety practices
  - Diane will get information from Carolyn to report to Committee at next meeting.
- Accident Review – 2nd Quarter 2012 –
  - Only one question was asked regarding replacement of safety glasses as described in one claim.
- Define our roles – locations?
  - How do employees bring safety issues to Committee members? Communicate to employees you represent so they know to bring safety concerns to Safety Committee – similar to Employee Review Committee.
  - There was considerable discussion regarding safety culture changes and supervisor and department head roles especially within the Public Works Department. Suzanne made a suggestion in regard to developing department level safety committee for Public Works or other larger departments like Police who may need another level. Suzanne also suggested lifting out critical safety issues in Public Works and inviting David Allen to address Committee on these issues. It was questioned if the costs of accidents and injuries are being reported to department heads. Suzanne indicated that Vickie is developing quarterly reports for this purpose but it hasn't yet been done. Rosemary doesn't prepare separate cost reports for departments because any which involve departments are being paid from department budgets and departments should be aware of costs. Rosemary can also develop these reports for department heads. Vickie and Suzanne have developed a template for the reports but the Committee can make other recommendations to them. Suzanne will talk with David Allen to see what could be done within Public Works – How would he like to work with employees on Safety Committee in regard to safety concerns? Different divisions within Public Works have different processes in regard to addressing safety matters.
  - A safety concern was raised regarding employees working alone in facilities who might have a medical emergency. The underlying question for the specific incident is being addressed in the department and with HR so no action is needed by the Committee on this particular matter. Other members cited options available to workers in these situations.
- Future Topics/Agenda items for next meeting –
  - AED (Automated External Defibrillator) – Rosemary has been approached by company to install new AED's. The current units are not all being serviced regularly. Suzanne suggested that Rosemary talk to Facilities about this issue to see if they may be able to take over the maintenance schedule as they do for fire extinguishers. Jan asked if employees know how to use and who is trained? CAC's have been trained. Directions on units are also very user-friendly.
  - Next meeting scheduled for October 25, 2012 – 1:30 p.m. – Willow Run Conference Room (HHS) Number 6 Garden Center
  - Please submit agenda topics to Rosemary by the week before meeting.
- Mike Stangoni – motion to adjourn, second – Jan Graham – motion carried
- Several members toured Service Center building after meeting as a follow up safety inspection.