

City and County of Broomfield, Colorado

Safety Committee Meeting

Water Plant – Conference Room

Minutes

December 20, 2012

Attendance: Members Present: Jan Graham, Joleen Reefe, Rick Moltzen, Matthew Glenney, Lisa Watson, Michael Stangoni, Stacey Stroh, Suzanne Smith, Robin Schmalzbauer, Richard Lozano, Joyce Newberry, Rosemary Novotny, TJ Hill, Craig Hoffman. Department not represented: Library/Culture Affairs, Police Officers, Rec Services, Streets and WWTP.

Introductions were conducted for the benefit of new members present.

Minutes from the November 15, 2012. Michael Stangoni accepted. Craig Hoffman seconded. Approved Unanimously

Safety Manual: Karen Gerrity, although absent, presented an update to Rosemary Novotny. The Safety Manual should be proofread by the January 2013 Safety Meeting. Craig Hoffman asked if the changes he made were forwarded to Karen. This did happen. Suzanne Smith requested to be given time to review the Safety Committee's final document, as the next step in the approval process.

AED: The AED recommendations by the Safety Committee were presented to the department Heads at the November 26th meeting. The City Manager's Office has requested further documentation. Joyce Newberry, Pat Soderberg, Suzanne Smith and Nancy Harrold are working together. The Memo will be finalized after the first of the year. Joyce Newberry reported the Finance Director will support a 2013 amendment to the budget so that the AED selected for the Library in 2012 will be placed.

Property Survey: CIRSA Property Survey findings were presented to Facilities for corrective action and documented response. Suzanne Smith requested those repeated instances from prior years be fully documented and part of the final report submitted to the Department Heads. This way corrective action may be on-going. Facilities Division has 60 days to respond to the items documented in the survey.

Third Quarter Accident Review: Michael Stangoni requested that corrective actions and follow up information be documented in future reports. Discussion followed and the Safety Committee will support this change within the report, as well as, their work areas.

Workman's Comp: Suzanne Smith stated that Human Resources are hiring a Benefits/Wellness Manager; this would be an appropriate function of that position. Additionally she shared information with the Safety Committee on the City's workman comp experiences

over the national average. Some examples: Ergonomic injuries – 960% of national average; Driver’s incidents – 516%; Police related incidents – 180%; Field incidents – 615%; Recreation incidents – 267%; Parks 139%. To mitigate ergonomic incidents: whenever, facilities or CIP is involved with workstation set-ups; please contact Human Resources so that an ergonomic review may be done prior to the set-up. Safety Representatives from Facilities and CIP will relay that information to their divisions.

General Liability: Those claims filed with \$0; those are claims denied due to governmental immunity.

Update on Security Measures: Make sure your work area staff knows who to report internal threats to: Supervisor > Department head > Vortex (Suzanne Smith, Pat Soderberg, Bill Tuthill). Policy developments in process: Internal and External Threats; Concealed Weapons. Evacuation Plans will be handled under a separate section

2013 Monthly Meetings: Safety Committee members unanimously agreed to continue monthly meetings at rotating facilities. Meetings will be set up with 15 minutes travel time incorporated

Additional Business Items:

- Employee smoking sections are to be reviewed and checked for appropriate signage – then employee notification will follow
- Beginning February 1, 2013 – Utility Billing will no longer deliver shut off tags. Phone notifications will start with the continued co-ordination of IT and Utility Billing
- Employee space heaters are to be plugged into wall receptacles only. Facilities to send out news article as there is some confusion. Facilities recently delivered floor heaters to staff that are in cubicles and do not have wall receptacles.

Meeting Adjourned: Moved: Jan Graham, Second: Craig Hoffman