CITY AND COUNTY OF BROOMFIELD
SAFETY COMMITTEE MEETING
MINUTES
April 25, 2013
George Di Ciero City and County Building – Pinon Conference Room

ATTENDANCE

Members Present: Craig Hoffman, Mathew Glenney, Mike Stangoni, Stacy Stroh, Suzanne Smith, Vickie Mauri, Krista Rhode, Robin Schmalzbauer, Amy Edel, Joyce Newberry, Carolyn Johnson, Dian Clark, T.J. Hill, John Rothrock and Steve Gonzales

Members Not Present: Jan Graham, Mike Rabenstein, Joleen Reefe, Jill Lutz, Brad White, Rick Moltzen, Sven Evelsizer, Dawn Summers, David McCullough, Karen Gerrity, Gayle Yeo, Caleb Davis, Justin Kent, Sean James, Rosemary Novotny, Matt Gulley and Mike King.

Divisions without Representation: Community Development, Emergency Management, Finance (Assessor, Utility Billing, Revenue), Parks, Police Department, Streets.

CALL TO ORDER

Chairman Hoffman called the meeting to order at 1:34pm. Introductions were conducted for the benefit of new members. Steven Gonzales agreed to take minutes.

APPROVAL OF MINUTES

The minutes were changed to reflect the proper spelling of Mr. Stangoni 's last name. A motion to approve the minutes as amended was made by Robin Schmalzbauer, and seconded by Mike Stangoni.

MEMBERSHIP LIST

Please check membership list on the Safety Group on Outlook; please email changes to Mr. Hoffman

SAFETY MANUAL

Krista Rhode is working on document links and other links to the Safety Program Document. If you have suggestions for relevant links to be added to the document, please give the suggestions to Krista Rhode. Krista has sent the Table of Contents to CIRSA for their review and received positive feedback with a few suggestions. One suggestion included a section that addresses tattoos and body piercings. Ms. Smith suggested that this did not seem relevant to have in a safety document because this is should be addressed in the City's Department Policy's as it is not necessarily a safety issue. Safety concerns involving tattoos and piercings differ for each division and can be addressed as such.

Standard Operating procedures for confined spaces need to be submitted by Wastewater and Utilities. Ms. Rhode stated that Dawn

Summers (HHS) reviewed the safety manual and gave suggestions, which have been incorporated.

A.E.D. – AUTOMATED ELECTRONIC DEFIBRILLATOR

Joyce Newberry indicated that Kevin Standbridge will meet with the Deputy Fire Chief at North Metro Fire and Rescue next week. Ms. Newberry affirmed the statement that the Finance Director indicated that the 2012 budget funds not spent by the Safety Committee will be available for the automated electronic defibrillator to be installed in public buildings for 2013.

EMERGENCY NOTIFICATION SYSTEM

Suzanne Smith mentioned in the March 28th Safety Committee meeting that Kale Gilmore stated the B-Alert system will be available soon. This system allows employees to register cell phones, email addresses for emergency notification and severe weather alerts.

QUARTERLY ACCIDENT REVIEWS FOLLOW UP

Follow up by Krista Rhode regarding proper Personal Protective Equipment (PPE) for employees working on the Russian Olive Removal Project. Krista found that the appropriate PPE was worn, including double leg jeans, Chaps and eye protection.

Accident Review

CIRSA Claims

1) Deer ran into vehicle

2) Backflow preventers stolen for copper

3) Faulty door mechanism-Childs finger was smashed in the door. Timely reporting issue, Risk Management was notified by the mother before paperwork was received. Suggest follow up with each department to fill in reporting gaps using better communication and employee orientation for safety mishaps.

4) Incident at Rock Creek Lift station.

Works comp. claims

1) See attached spreadsheet 2013-012-correct eye protection, grinding on windy day, debris went around safety glasses and into eye. The committee determined that safety goggles are proper protection for this type of work.

2013 GOAL DISCUSSION

1) Safety Awareness

- Participation in Wellness and Safety Fair
- Newsletter submissions

2) Employee Participation in Safety Classes

- CIRSA
- Pinnacol Assurance
- Consolidate Division Training Lists – Please submit to Ms. Rhode. Two departments submitted lists, Water Treatment and Utilitites.

3) Safety Committee Member involvement

- Participation in the CIRSA Loss Control Audit
- Participation in the CIRSA Facility Audit
- Additional Goal- Insure that Leads and Supervisors are doing safety briefings relevant to their department. (My notes had this as new business).

2013 GOALS

DISCUSSIONS TO FOLLOW

1) Facility small appliance use policy – to be prepared by FACILITIES preferably for the CIRSA Loss Control Audit

2) SOP for using subject matter experts on remodels, repairs, or new building

2012 GOALS, FINISH

- Safety Manual
- AED's
- Emergency Notification System
- Evacuation Plan

OPEN FORUM

1) Cirsa-Compile Group participation for audit (i.e., Water Treatment group training for confined spaces) and submit to Joyce newberry. Training through CIRSA by an individual employee is automatically recorded by CIRSA. Points earned deadline is June 11th 2013.

2) Cirsa Compliance-Joyce Newberry will follow up in September with departments that had compliance issues from the CIRSA inspection.

3) Sunsae-Suzanne Smith-follow up to Vicky Mauri SOP.

4) Snow and ice safety- cone off problem areas, look into suggestions to remedy problem areas at the Water Treatment facility.

NEW BUSINESS

No New Business

Health Risk Assessment

Reminder-Health Risk Assessments for *all* full-time and part-time benefited employees will be offered free of charge through Trotter Wellness. Watch for information from Human Resources.

ADJOURNMENT

A motion to adjourn was made by Mike Stangoni and seconded by Robin Schmalzbauer. The meeting was adjourned at 2:50 pm.

Next Meeting

May 23rd, 2013-Broomfield Library Conference Room