

**CITY AND COUNTY OF BROOMFIELD
SAFETY COMMITTEE MEETING
MINUTES
24 May 2013
MDE Library, Eisenhower Conference Room**

Attendance: Present: Joleen Reefe, Craig Hoffman, Matthew Glenney, Michael Stangoni, Vickie Mauri, Krista Rhode, Robin Schmalzbauer, Karen Gerrity, Gayle Yeo, Caleb Davis, Sean James, Rosemary Novotny, Diane Clark, Mike King, Steve Gonzales, Michael Hayden

Not Present: Jan Graham, Mike Rabenstein, Jill Lutz, Brad White, Rick Moltzen, Sven Evelsizer, Stacey Stroh, Dawn Summers, Suzanne Smith, David McCullough, Amy Edel, Justin Kent, Joyce Newberry, Carolyn Johnson, Matt Gulley, T.J. Hill, John Rothrock

Divisions not represented: Com Dev, HHS, and Wastewater

Call to order: Chairman Hoffman called the meeting to order at 1330. Introductions were made by all members present. Special introduction was made for Michael Hayden from Pinnacol Assurance. Matthew Glenney agreed to take minutes.

Approval of Minutes: Changes were made to reflect proper spelling of names. Motion to approve minutes as amended made by Craig Hoffman, seconded by Vickie Mauri.

Membership List: Please check membership list on the Safety Group on Outlook, email changes to Mr. Hoffman.

Safety Manual: Krista Rhode has updated and verified citations currently present in the Safety Manual. The confined space section of the manual will need clarification if it is to be a basic overview, or division specific. The Driver Evaluation will be posted online. A link to CIRSA training will be posted online. The Safety Manual will be sent to legal upon completion, then to ERC for review.

AED: City Manager has approved 7 to 8 AED's for PDRC and other buildings. Three are for the Library, Auditorium, and

Water Treatment Plant. Workforce center is still in need of one. North Metro can train city employees in groups of 10 people at a time.

ENS: Evacuation status for lock down and lock out will be a continual improvement process. The Library and Auditorium are working on implementing and improving procedures for lock down and lock out. Training for employees in all buildings for lock down and lock out will occur when new or improved procedures are implemented.

Pinnacol: Michael Hayden from Pinnacol gave a presentation on online training opportunities available from Pinnacol. There are traditional classes, web based videos, interactive online material, safety videos on demand, links to OSHA forms and documentation, short videos, and webinars available for use. Plans of action for training of specific departments can be viewed and created through Pinnacol's web site.

Health Assessments: There has been good participation in the Trotter Health Risk Assessment. Employees are encouraged to take this test and potentially improve their overall health. Studies have shown that healthy people get injured less frequently, and upon injury, recover more quickly than those less healthy. Incentives of 8 hours of leave exist for taking the assessment. This is open to all eligible employees regardless of who is their insurance provider or if they have opted in or out.

MSDS: MSDS sheets are to become SDS sheets over the next few years. There is an online resource for sale (\$2,000+) that could be purchased and used to print generic SDS sheets. A discussion was held, and most Divisions wish to use their current system of paper sheets obtained from the chemical vendors.

Forum: It was discussed that if employees see a contractor or vendor engaged in unsafe activity to correct the action immediately. Parks was made aware of a potential safety issue on a sidewalk, on Lamar, leading to CCB. BIP compliance for last years CIRSA deficiencies is in progress. The Broomfield Wellness Fair will feature a safety booth.

The B Alert emergency notification system will be implemented in 1 to 2 weeks. Ideas were discussed on what to do for repeat safety violators, both to self and equipment.

Adjournment: Motion to adjourn was made by Karen Gerrity, seconded by Robyn Schmalzbauer.

Next Meeting: Our next Safety Committee meeting will be held at 1:30 pm on June 27, 2013 at the Water Treatment Plant conference room (4395 W. 144th Ave).