

# MEETING MINUTES

## CITY AND COUNTY OF BROOMFIELD SAFETY COMMITTEE MEETING PINON CONFERENCE ROOM – H.R.

July 25<sup>TH</sup> 2013

### ATTENDANCE

Members Present:

Joleen Reefe, Craig Hoffman, Jill Lutz, Michael Stangoni, Suzanne Smith, Vickie Mauri, Krista Rhode, Karen Gerrity, Caleb Davis, Sean James, Rosemary Novotny, Diane Clark, Steve Gonzales, Kathy Burge.

Members Not Present:

Jan Graham, Mike Rabenstein, Brad White, Rick Moltzen, Matthew Glenney, Sven Evelsizer, Stacey Stroh, Dawn Summers, Robin Schmalzbauer, David McCullough, Gayle Yeo, Amy Edel, Justin Kent, Joyce Newberry, Carolyn Johnson, Matt Gulley, Mike King, T.J. Hill, John Rothrock.

Divisions not represented:

Community Development, Facilities, HHS, IT, Streets, Utilities, Waste Water Plant

### CALL TO ORDER

Chairman Hoffman called the meeting to order at 1:33pm. Mr. Stangoni agreed to take minutes.

### APPROVAL OF MINUTES

The minutes were reviewed by all members and no edits were suggested. A motion to approve the minutes as written was made by Ms. Novotny, and seconded by Mr. Gonzales.

### 2012 BUSINESS:

#### SAFETY PROGRAM DOCUMENT

Ms. Rhode mentioned that she has not yet had an opportunity to make the formatting corrections that were identified, but will before the next meeting. Ms. Smith also suggested sending the current version to the Attorney's office so they can begin their review.

#### AED's

Ms. Novotny mentioned that next Tuesday Finance will have the bids for AED's and First Aid services. At which point they will be able to order the 10 AED's (8 – for the Rec. Center, 1 - for Library, 1 - for Service Center). Mr. Hoffman inquired into who would be doing training on the AED's, since North Metro is no longer offering it.

## MEETING MINUTES

### **AED'S (CONT.)**

Ms. Novotny clarified that the "initial training" on the AED's and First Aid was part of the bids. The recertification is currently less expensive through North Metro, and the City will try to keep them as their trainers. There will be more information at the next meeting.

### **EMERGENCY NOTIFICATION SYSTEM**

Ms. Smith stated that the Ad Hoc Team has not been working on the Evacuation Plans, and suggested that the Safety Committee take the initiative on establishing these. She mentioned that there were some Evacuation Plans inside the "Safety Folder" that might be a good template for the Committee to use as a starting point. From there the Committee might recommend a vendor for the Ad Hoc Team to pursue, or suggest that a vendor be searched for. She suggested that forming a sub-committee might be valuable in establishing what the Safety Committee is envisioning for evacuation plans.

### **2013 BUSINESS:**

#### **LOCKOUT DRILL**

Ms. Smith mentioned that there is a follow up de-briefing meeting scheduled in August. She stated that there was great feedback provided by employees. She mentioned that the majority of feedback was regarding the audible PA announcement in certain sections of the facility. Also, there were behaviors observed that indicate more employee training would be valuable. And malfunctions in some of the door locks were identified. Ms. Smith mentioned that the B-Alert system did work, with a few exceptions regarding text messages and work mobile devices.

#### **ACCIDENT REVIEW**

The Committee Reviewed the 2<sup>nd</sup> Quarter Accidents and Claims:

Ms. Smith mentioned that she would like to know how many of these incidents are from repeat offenders, and if there is an easy way to track them. She also expressed her dissatisfaction with the "N/A" response under the "what could be done differently:" question in the supervisors comments. Ms. Mauri mentioned that there may be an online training class on how to fill out an accident report, and suggested that the supervisor, who filled out the form inadequately, be encouraged to take the class. Ms. Smith mentioned that it might be valuable for the committee to send some suggestions of preventative measures back to the supervisor who had none of their own.

Mr. Stangoni mentioned that he has spoken with Bert Alberts about a way to track vehicle accidents in a manner that would identify repeat offenders, and at this point no decision has been made. He stated that he will ask Bert again before the next meeting. Ms. Smith clarified that goal is not for punishment but to help prevent repeat accidents and damage to city equipment.

## MEETING MINUTES

### ACCIDENT REVIEW (CONT.)

Mr. Stangoni spoke about the claim where an employee was sprayed in the face with gasoline while fueling their vehicle. He mentioned that the equipment that the operator was referring to could not have caused the accident and that the fueling system operates normally. The incident was most likely caused by operator error.

Ms. Smith asked how the committee typically communicates their recommendations to the supervisors. Ms. Rhode mentioned that in the past, it has been herself that has corresponded with the supervisor on any of the committee's recommendations. Ms. Smith mentioned that there has been an atypical rise in **Workman's Comp** claims recently, and she would like to ensure that the committee is doing everything they can to aid in accident prevention.

Mr. Stangoni brought up the next claim in which an employee cut their forearm with a knife, and he mentioned the supervisor's comments of "N/A". Ms. Mauri mentioned that this was a repeat offender. There is a "Hand and Finger Safety" video offered on the CIRSA website. The committee would encourage the employee to watch it, to help prevent a repeat incident. The committee directed Ms. Rhode to forward their recommendations to the supervisor.

Mr. Stangoni next mentioned the claim in which an employee received a rope burn on the wrist. The supervisor's suggestions were to have the valve replaced with a different style, but there was no mention of whether or not it will be done. Mr. Gonzales clarified that the valve is scheduled for replacement. Mr. Hoffman stressed the importance of stopping work, taking a step back, and reevaluating the situation when addressing emergency situations. Taking a moment can be critical in not making an error in judgment.

Ms. Mauri brought up the next claim in which toe injuries resulted from an employee's safety shoes. She asked if the committee finds value in having denied claims listed. The committee agreed that it is valuable and educating to have those claims listed. On this claim, Ms. Mauri mentioned she will look into if this employee was granted a waiver from the requirement to wear safety shoes.

Mr. Stangoni had comments on the claim in which an employee fell while walking up the stairs, and the claim in which an employee had a higher than average amount of data entry. He mentioned that the supervisor comments in both claims were well thought out and helpful. He stated that the recommendations were seemingly common sense, but praised the supervisors for taking the time to thoughtfully fill out the accident form. The committee asked Ms. Rhode to extend their appreciation and praise to the supervisors.

Ms. Smith encouraged the committee to submit an article to the employee newsletter highlighting a specific topic, if there has been a noticeable trend in a

# MEETING MINUTES

ACCIDENT REVIEW (CONT.)

WELLNESS FAIR

# MEETING MINUTES

## SAFETY CONCERNS

# MEETING MINUTES

NEAR MISSES

QUESTIONS, CONCERNS, OPEN FORUM

# MEETING MINUTES

ADJOURN

## MEETING MINUTES

specific injury type. (i.e. This quarter there has been an unusually high number of slips trips and falls – please pay closer attention.)

## MEETING MINUTES

Mr. Hoffman asked if there was an eyewash station at the Fuel Island. Mr. Stangoni

said there was not. Mr. Hoffman requested that there be one installed, and asked Ms. Rhode to contact Jill Johnson to inform her of the incident, and to inform her of the committee's request to have a station installed.

## MEETING MINUTES

Mr. Hoffman stated that there are still several time

slots that need to be filled. He also opened the floor up for suggestions on gifts or giveaway items. An idea for a colored wrist band was discussed and declined. An idea for more chocolates was liked by the committee. An idea for a raffle was also liked by the committee, with the prizes being Movie Tickets, a

## MEETING MINUTES

Ms. Smith mentioned that she had noticed several

times, a specific division of Public Works not wearing their seatbelts. She mentioned that she is working with the superintendent of that division to ensure that all employees are complying with the City's Policies. And she is working with

## MEETING MINUTES

None shared.

## MEETING MINUTES

Ms. Gerrity asked if there had been an increase in

emotional related claims. Ms. Smith and Ms. Mauri both replied that they have not seen an increase in emotion related claims. They mentioned that most claims of

## MEETING MINUTES

that nature are denied, but anybody is welcome to file a

claim. They mentioned that if she notices an employee that is struggling, then to make sure she knows of the EAP.

# MEETING MINUTES

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A motion to adjourn was made by Ms. Gerrity and

seconded by Ms. Rhode. The meeting was adjourned at 2:59pm.

## MEETING MINUTES

The next Safety Meeting will be held on August 22<sup>nd</sup> 2013 at the Water Treatment Plant Conference room, @ 1:30pm