

City and County of Broomfield
Safety Committee Meeting
Pinon Conference Room - Human Resources
January 23, 2014

Attendance

Members Present: Craig Hoffman, Krista Rhode, Tom Stitch, Gayle Yeo, Rosemary Novotny, Robin Schmalzbauer, Josh Vaughn, Amy Edel, Matthew Glenney, Michael Stangoni, Stacey Stroh, Jan Graham, John Rothrock

Departments not represented: Emergency Management, Parks, Recreation Services, Streets, Utilities, Water Meters

Introductions were conducted for the benefit of new members present.

Minutes from December 19, 2013 meeting were approved with a correction to spelling of name, correction of dollar amount left in the Safety budget, and clarification of nominations. Ms. Novotny motioned to approve. Mr. Hoffman seconded.

2013 Business

3rd Quarter Accidents - Ms. Rhode followed up on questions/concerns the safety committee had pertaining to 2013 third quarter workers' compensation claims. One incident involved an employee who injured themselves on roller skates while supervising a day camp group for the Recreation Department. The committee wanted to know what additional steps were taken to prevent future incidences. The supervisor conveyed to Ms. Rhode that employees will not engage in activities with day camp groups next (2014) summer. There was another incident involving a recreation employee who injured themselves in a ball pit while supervising a day camp group. The supervisor conveyed that employees will not be supervising day camp groups from outside of the ball pit. Ms. Rhode also requested clarification from a Recreation supervisor who completed an Accident investigation regarding an employee who injured another employee with his or her crutches and noted the best way to prevent this injury in the future was to stay away from the employee. The supervisor clarified that this was meant to state that employees should keep a safe distance from the employee who was in crutches to prevent injuries to one another.

Loss Control Property Survey - Ms. Novotny will look into having supervisors supply pictures of injuries/issues for future reference to aid in assessing the incident. Ms. Edel reported to the group that the Aardvark art work was removed from the playground and is now being stored. Mr. Stangoni asked about playground specifications to prepare for Bob Pomeroy's, from CIRSA, next visit and Parks said they were currently thinking of ways to keep the chips in place. Mr. Stangoni also had a follow-up question about the skate park and Ms. Novotny commented that Bob Pomeroy just wanted the old spots fixed. Ms. Graham inquired as to whether the stairs at the FISH building were fixed, and Ms. Novotny said they were still waiting for bids and that plans are in the works to get it fixed early this year.

2014 Business

Safety Document Sub-Committee Update - The safety sub-committee, along with Bob Pomeroy, from CIRSA, met on January 22nd and went through the Safety document. Mr. Hoffman reported that sections 1 through 6 (Safety Program) are considered nearly complete and will be sent off to Legal and CIRSA to review. Ms. Novotny will ask David Allen, Director of Public Works, to assist in reviewing Section 7 (Best Practices & Procedures) within the next two weeks to confirm and clarify procedures and content.

4th Quarter Claims Review - Ms. Novotny reported that the Washout Claim was filed and we are waiting for the invoices. If the total invoices meet the \$150,000 deductible, then CIRSA will help with the claim. The \$58,000 on the claims was for trails and landscaping away from buildings. This would be included in the total to meet the \$150,000 deductible. The failed motor for Water tech is \$18,000.

4th Quarter Accidents Review - Ms. Novotny discussed possibly removing names of staff from accident reports. After some discussion, it was agreed that information on accident reports should be kept confidential by committee members, and that there is no need to remove names. Mr. Stangoni commented on the good feedback from supervisors on the current batch of reviews. Mr. Schmalzbauer noticed a few accidents involved automobile backing and suggested the respective department to review procedures. Ms. Novotny will also add a reminder in the City/County newsletter.

4th Quarter WC Claims Review - 2013-110: Mr. Stangoni asked Mr. Vaughn if normal procedure was used by the police officer in handling the syringe. Mr. Vaughn confirmed that correct procedure was followed. Mr. Schmalzbauer made a suggestion to the Police Department to consider offering the officers different procedural options. Mr. Hoffman asked Ms. Novotny and Ms. Rhode about the number of claims for 2013. Ms. Novotny mentioned that 2013 was low, but claims are still open and being updated for the year. Ms. Rhode noted that there were more reported workers' compensation injuries in 2013; however, that the Human Resources Department wanted to ensure that employees were reporting any and all injuries. Additionally, it appears that the cost of workers' compensation claims from 2013 may be lower than previous years.

CIRSA Property - "Due to the outstanding performance of our municipality having an Audit of ≥ 100 and a loss ratio $\leq 50\%$, we are exempt from the 2014 Loss Control Standards Audit."

Other Business

CIRSA Core Training - The goal is for each department to bring their list of Core training classes to the committee meeting in June.

Safety Budget - Ms. Novotny informed the committee that there is \$4,000 budgeted for Safety this year. The committee is commissioned to think of ideas of how to use this money. We will continue to award staff who exhibit exemplary safety awareness with a pair of movie tickets.

Larry Haines of Facilities was nominated for his effort to warn fellow employees of newly mopped floor. Ms. Rhode also wanted to recommend Annette Rauschenberger from Human Resources for her assistance to a fellow employee who fell in the parking lot.

Goals for 2014

- Increase awareness of the Safety Committee's work and website. Ms. Novotny will add blurb of movie ticket recipients to the City's Newsletter. Mr. Schmalzbauer will find a way to make the Safety Program more prevalent on the City's Dashboard.
- Ms. Rhode suggested having a Safety week/Competition. Ms. Novotny added that this can take place twice a year before the new season begins. More discussion at the February meeting.
- Mr. Glenney suggested that each department have a goal where 25% of their employees complete CIRSA training for the year.
- Plan to bring more ideas to the next meeting!

Open Forum

Nominations - Mr. Stangoni informed the group that Mr. Davis from Parks will not be accepting the vice-chairman position. Mr. Rothrock said he would think about accepting the position. Mr. Hoffman also mentioned that he would consider if no one else does. The vice-chair nomination will be tabled until the next meeting.

Near Miss - Ms. Graham was concerned that the city building basement was full and could not be accessed. She put in a ticket to have facilities clear a path and saw that this was completed.

Adjourn - A motion to adjourn was made by Mr. Hoffman and seconded by Ms. Graham. The meeting was adjourned at 2:53pm.

The next Safety meeting will be held on Thursday, February 27, 2014 at 1:30pm at the Water Treatment Plant Conference Room.