

**City and County of Broomfield
Safety Committee Meeting
Timberline Conference Room - Human Resources
February 27, 2014**

Attendance

Members Present: Craig Hoffman, Matthew Glenney, Jan Graham, Sven Evelsizer, Rosemary Novotny, Joyce Newberry, Robert Olds, Chris Olson, Gayle Yeo

Departments not represented: Emergency Management, HHS, HR, IT, Parks, PD, Rec Services, Wastewater Plant, Water Plant

Minutes from January 23, 2014 meeting were approved with a correction in grammar and surname for committee member. Mr. Olds motioned to approve. Ms. Graham seconded.

2014 Business

Safety Document Sub-Committee Update - The Safety subcommittee, along with Bob Pomeroy from CIRSA, and David Allen, Director of Public Works, met on February 19th. Mr. Allen agreed to review the Safe Practice document and will divide the sections amongst his Superintendents to check for validity of the practices. He will also have his Superintendents provide a list of CIRSA core classes by the next month. It was also mentioned that the SOP will be updated for the document.

Mr. Pomeroy made some corrections and clarification to the Policy document. Mr. Glenney asked if the document would have to go back to Legal, and Ms. Newberry clarified that once Public Works and CIRSA reviewed and updated the document, the City Attorneys would then be consulted.

4th Quarter Claims/Accidents/WC Follow-up comments - tabled to March meeting.

Other - It was suggested that if Safety Committee members are not able to attend a meeting they find an alternative from their department to attend on their behalf.

Goals for 2014

Maintain and increase participation in CIRSA Core Training.

- HR is working on creating a list of core classes for the city building staff.
- Remember to email names of staff who took a class to Ms. Novotny to receive CIRSA credit.
- Mr. Olson shared that Utilities has completed all seven of their core classes.
- Mr. Glenney clarified that all employees complete 25% of their list of classes.

Improve Safety Committee website and increase awareness - The Safety Manual will be moved to a more prominent spot on the city employee website. Ms. Newberry mentioned that Mr. Schmalzbauer was working with the Communications group in getting that set up.

Safety Week/Competition - A suggestion was made to put up tables during Public Works week in the Fall to promote Safety Day. Ms. Novotny will talk with Mr. David Allen to see the feasibility of this idea.

Other Business

Vice chair Nominations - Mr. Glenney volunteered to be Vice-Chair to the committee. Mr. Hoffman motioned to approve. Ms. Novotny seconded the motion. Mr. Hoffman volunteered to be second to the Vice-Chair in Mr. Glenney's absence.

Safety Budget Suggestions

- Safety Day during Public Works Week
- Second AED for the library that would be stationed on the second floor.
- Replace batteries for AED's throughout the city? More discussion is needed.

Open Forum/Near Misses/Lessons Learned - Mr. Hoffman wanted the Safety Committee to be aware of a few situations that Philip Flynn with the Water plant brought to his attention. Mr. Flynn noticed in the last newsletter there was a picture of an electric cord used as a screwdriver and felt that was not an appropriate use of an appliance. Mr. Flynn also noticed on the north side of their building, the roof drops ice down to the front door. Mr. Flynn also encouraged turning in a work order for any safety hazards. Mr. Flynn wanted to give Rich Coufal recognition for noticing that the electrical circuits were not labeled. Hector Chavez, the Master Electrician, was brought in to assess the situation and provided an estimate of one week to do the work. Ms. Newberry suggested that Mr. Flynn turn in a work order as the work should be covered in the budget line item. Mr. Flynn will be awarded a pair of movie tickets!

Mr. Glenney forwarded a comment from Gary Eberl with the Broomfield Community Center to make sure to leave a clear access in the closet that leads to the roof. Ms. Newberry reminded the committee members of the 18" fire hazard rule. Ms. Graham educated the committee that when a room capacity is less than 50, the doors can swing in. In rooms with the capacity of more than 50, two doors are required, the doors must be clearly marked with an exit sign, and they must swing out.

Mr. Olson shared a lesson learned when he went to repair a water valve at Greenway Park. He reminded everyone to double check valves before taking apart!

Adjourn - A motion to adjourn was made by Ms. Graham and seconded by Mr. Glenney. The meeting was adjourned at 2:26pm.

The next Safety meeting will be held on Thursday, March 27, 2014 at 1:30pm in the Eisenhower Conference Room at the Library