

Glenn County Safety Committee Meeting Minutes

1/28/2009

Present: Suzi Kochems, Sandy Soeth, Candis Woods, Dee Azure, Sharra Deniz, Carolyn Ceccon, Judy Ceccon, John Viegas, Norma Chavez, Susie Halverstadt, Harold White, Randy Murphy, Susan Storz, Debbie LaGrande, Susan Thurman and Jennifer Peters.

1. **Review Minutes from October 2008 Meeting:** The October 2008 Minutes were reviewed and Candis Woods moved and Carolyn Ceccon seconded to approve the minutes. All members present were in favor, the motion passed.
2. **Departmental Safety Concerns/Issues/Trainings:** The following concerns were discussed:
 - a. Annual OSHA 300 Forms – Jennifer reminded the committee that the annual OSHA 300A Form was due to be posted from February 1st through April 30th. Discussion ensued regarding the 300, 300A and 301 forms. Jennifer noted if departments had any problems completing the forms they could give her a call. She will also resend the electronic 300 forms.
 - b. Departmental Safety Meetings – Jennifer noted the importance that departments hold department level safety meetings. She suggested that departments could incorporate a safety component into staff meetings that are already being held. Jennifer requested departments either track this information on MemberLink, via a Custom Activity, or submit documentation of the meetings to her. She suggested that this could be done the first of each month.
 - c. Upcoming safety resources – Jennifer provided details on some programs that she is currently drafting which include a Workplace Violence Program and an Ergonomics Program and training presentation.
 - d. CPR Training – Committee members questioned about the next round of CPR training.
3. **Safety Activity Report:** The reports for the months of October, November and December were reviewed. In reviewing the reports discussion was held regarding the importance of accident investigations and determining in incidents could have been prevented/what could have been done different. Jennifer distributed a new Accident Investigation Form for staff to use in the accident investigation process. Jennifer noted that she is working on locating some training for staff that conduct home visits on subject matters relating to the identification of Meth Labs and other health-related issues due to homes with odors from a variety of reasons. Sharra noted that she had some contact information from a similar training that she attended. Discussion ensued regarding employee wellness programs.
4. **Hazard Communication Program:** Jennifer commented that she would like to develop a workgroup to work on the written Hazard Communication Program for the County. The committee members agreed that this was a good idea. Randy Murphy (PPWA), Eric Scott (Ag/Air), Suzi Kochems (HRA) and a representative from HSA will participate. Jennifer noted that she will work on setting up a meeting to begin work.
5. **Loss Prevention Incentive Program Requests:** Jennifer Peters presented to Loss Prevention Incentive Program Requests submitted for review. The requests were reviewed and discussion was held regarding each request. The committee requested we table discussion regarding the Animal Control request until next month so a representative could be there to answer questions. Carolyn Ceccon motioned and Candis seconded a motion to recommend the requests for approval with the exception of the Animal Control request, which will be continued for review until next month. All members present were in favor, John Viegas abstained, and the motion passed.
6. **Update of E.O.C. Guidebook:** Suzi Kochems mentioned that the County-wide E.O.C. Guidebook is outdated and in need of updating. Upon contacting the Sheriff's Office she was advised that they did not have staff available to update the guidebook at this time. Suzi noted that someone needs to volunteer to update the plan. Jennifer noted that she would look into this and have an update for the committee next month.
7. **Dept. Head Phone Numbers for after hours needs:** Suzi Kochems noted HRA's responsibility for establishing care and shelter in case of emergencies and discussed the potential need to contact other department heads after hours. Discussion ensued regarding this contact information. It was noted that the Sheriff's office maintains a list of this information. As the Sheriff is the one who would open the EOC it should be sufficient that they maintain a copy of this information, but it must be kept up to date.
8. **Next Meeting: February 2009.**