

Glenn County Safety Committee Meeting Minutes

11/24/2009

Present: Debbie LaGrande, Dee Azure, Jackie Billings, Sharra Deniz, Susan, Halverstadt, Jim Miranda, Suzi Kochems, Carolyn Cecon, and Jennifer Peters.

1. **Review and Approve Minutes from October 2009 Meeting:** The October Minutes were reviewed and on motion of Sharra Deniz, second by Suzi Kochems, it was unanimously ordered to approve the Minutes of October 2009.
2. **Departmental Safety Concerns/Issues/Trainings:**
 - a. Suzi Kochems reported that she used the Accident Investigation Form several times this month, in response to injuries. She provided some feedback, thought the form was somewhat redundant, and that copies of the form should be sent to the employee, the employee's supervisor and GSRMA.
 - b. Sharra Deniz reported that they are now locking their back door upstairs for security measures.
 - c. Suzi Kochems reported that HRA is having the trees along Laurel Street (front of their offices) removed as several large branches broke off during the last large storm.
 - d. Discussion ensued regarding the flu, departments' experiences with employees being out sick, and employees coming into work that are sick. Jennifer noted that it is a good time to remind staff about hand washing and proper hygiene. Carolyn Cecon reported that they hope to have additional opportunities for both the season flu and H1N1 vaccination clinics and that it is dependent on whether or not they receive additional vaccines.
3. **Safety Activity Report:**
 - a. Jennifer Peters reviewed the October Safety Activity Report. Discussion ensued regarding methods for prevention and causal factors.
4. **Holiday Safety Tips**
 - a. Jennifer discussed this month's tailgate topics on holiday safety and Winter Fires. Jennifer noted with the upcoming holidays, for which many offices decorate, staff should keep these holiday safety tips in mind, be mindful about fire safety issues, hazards that decorations may create, etc.
 - b. Jackie Billings suggested that departments attach these monthly tailgate topics to staff's bi-weekly payroll stubs. Discussion ensued regarding department's use of these handouts.
5. **Hazard Communication Plan Update**
 - a. Jennifer provided some history on the status of the Hazard Communication Plan and why it was developed. She reviewed the various aspects of the plan and noted that it was meant to serve as a template for departments to use to describe their operations. She advised the committee members that she would like to have them review the plan and provide feedback. Jennifer suggested that departments could get started on their hazard communication programs in their departments by conducting an inventory of what products they have. Discussion ensued regarding the types of chemicals that would require MSDS and the Consumer Use Exemption.
6. **Public Comment:** None.

Next Meeting: There will be no meeting in December. The next meeting will be January 27, 2010.