

**REVISED Glenn County Safety Committee  
Meeting Minutes**

**5/27/2009**

**Present:** Delia Azure, Susie Halverstadt, Jackie Billings, Norma Chavez, Sharra Deniz, Jim Miranda, Sandy Soeth, Suzi Kochems, Carolyn Ceccon, Jennifer Peters, and Susan Thurman.

1. **Review and Approve Minutes from April 2009 Meeting:** The April 2009 Minutes were reviewed. Jennifer Peters noted that Randy Murphy's name had been left off the list of members present. Sharra Deniz motioned to approve the minutes as amended, Delia Azure seconded the motion, it was unanimously ordered to approve the Minutes of April 2009.
2. **Departmental Safety Concerns/Issues/Trainings:**
  - a. Jennifer reminded staff regarding the list of Ergonomic solutions that she is in the process of compiling and requested departments send her information on solutions that they have purchased that have worked well for staff. Discussion ensued regarding the Roller Mouse, a solution HRA has used for staff noting they have had a lot of success with it. Discussion ensued regarding ergonomic chair solutions and Ergonomics Training for staff. Jennifer requested that all requests for Ergonomic Evaluations be submitted to her and she will contact GSRMA to make arrangements for the evaluation. She is tracking all requests and conducting follow up.
  - b. Jennifer noted that she had begun providing Heat Illness training for staff and inquired if other departments had staff that still needed the training. Ag/Air and Facilities have staff that needs the training. Jennifer will work with these departments on scheduling the training. Discussion ensued regarding the "Shade Trigger" and Jennifer distributed two handouts on Heat Illness and the "Shade Trigger".
3. **Safety Activity Report:** The April Safety Activity Report was reviewed. Jim Miranda provided some additional information regarding their employee that stabbed themselves in the leg with a pocket knife. He noted that the employee suffered complications from the tetanus shot they received for this injury. Discussion ensued regarding the Worker's Compensation system and the reporting of work-related injuries and illnesses. Jennifer again mentioned the importance of timely reporting of injuries/illnesses. For the past 6 months there were 39 claims 9 of which were reported late.
4. **09/10 Loss Prevention Incentive Program:** Jennifer reported that Glenn County has been awarded \$35,000.00 for the 09/10 Loss Prevention Incentive Program. She noted that Golden State Risk Management Authority (GSRMA) made some changes to the points system this year and also looked closer at the requests. Jennifer noted that she met with GSRMA and found the areas that we were lacking in and need to work on for next year.
  - Return to Work Program – departments' participation in the Return to Work Program.
  - Losses – decreasing the Property/Auto, General Liability and Workers Compensation losses.
  - MemberLink – 50% of all staff take at least 6 classes year. These may be MemberLink classes or other safety training that staff take that are input into the MemberLink system for reporting/tracking.
  - Departmental Safety Meetings/Training – monthly safety meetings/training. Jennifer distributed a sample Sign-In Sheet form to use that incorporates all of the information that must be documented at these meetings. She will send out a copy of this form electronically as requested by committee members.
  - Regular Site Inspections – shop settings are to have monthly inspections, office settings quarterly or bi-annually. Along with conducting the site inspections there must be some documentation of the corrective action taken to correct identified problems. Committee members commented that the current inspection forms don't really allow room for documentation of this. Jennifer noted that she will work on this and do some research to improve the forms.
4. **First Aid Kits:** Jennifer noted that a question came up recently about over the counter (OTC) medication in First Aid Kits. Jennifer advised that OTC medications should be removed from the First Aid Kits due to several concerns for possible liability, replacement issues, etc. She also noted any Snake Bite kits should also be removed from the First Aid kits. Jennifer noted that we need to have the kits signed off by a physician and requested that all departments send her a list of the contents of their kits. Discussion ensued regarding the contents of kits, number of employees they serve and Cal OSHA regulations regarding first aid kits.

Jennifer noted that she would research these questions and provide information to committee members. In the meantime she requested departments begin compiling the list of contents.

5. **Public Comment:** None.
6. **Next Meeting:** June 24, 2009 at 10:30 a.m.