

# GLENN COUNTY SAFETY COMMITTEE

## Meeting Minutes

April 24, 2013

**Present:** Jamie Gammon – Public Guardian; Norma Chavez – Child Support; Di Aulabaugh – Planning & Public Works; Jolene Swanson – Planning & Public Works; Susan Thurman – Health Services Agency; Carolyn Ceccon – Health Services Agency; Brenda Sites – Dept. of Finance; Jean Miller – Ag Commissioner & Air Pollution; Jennifer Peters – Golden State Risk Management; Michelle Cavier – Personnel; Jamie Cannon – Personnel; Jim Miranda – Sheriff’s Office

1. The meeting was called to order at 11 am.
2. The agenda was approved by Susan Thurman and Jamie Gammon seconded the motion.
3. The minutes were approved by Susan Thurman and Jim Miranda seconded the motion with the correction in spelling of the acronym SIMS to SEMS, the request to spell out acronyms (LPIP- Loss Prevention & Incentive Program) and the request to have the department each person represents behind their name under the “present” section.
4. There were no new committee members present.
5. Open forum: The recommended first aid kit supply list was handed out by Michelle. Original training certificates (with some exceptions, copies are acceptable) are to be kept in Personnel Office; official time to start new practice will be July 1, 2013.
6. Incident analysis showed 2 incidents from Human Resources, 1 from Sheriff’s and 1 from Probation. After discussion, it was decided that at the end of the year, the safety committee would evaluate all the incidents for risk management strategies (after they are categorized by Jennifer Peters with Golden State Risk Management as to their nature and department). Lost time and first aid injuries should be logged into OSHA 300 by each department. Personnel Department should have all of that information.
7. MemberLink training (Target Solutions) was discussed at length. Each department’s representative should have supervisory level permission with assignment responsibilities. Only Jamie and Michelle have administrator level responsibilities. The group wanted to know how often they should assign topics and how much time should be given to the employees to complete their assignments. It was also discussed that MemberLink can be used for custom training where you can enter additional training completed outside the program into MemberLink for easy access to your custom safety training. Michelle will continue working on Target Solution employee setup.
8. The safety committee member selected to take minutes was Brian Taylor from the Ag Commissioner’s office. As he was not present, Jean Miller took notes for him.
9. The Loss Prevention & Incentive Program (LPIP) was discussed. The group wanted to know if there was a guideline on how to make a request for needed funds to fix a safety concern and

what constituted a safety need. Michelle will check past minutes and notes to see if this question has been addressed in the past. There will be a draft LPIP funds request form distributed for discussion at our next meeting. We will work on this as a group and when guidelines are refined or developed, they will be sent to each Department Head letting them know we have funds and how to obtain them.

10. There was a question about on-site safety inspections. There is a form on MemberLink to guide us but doesn't address how often the inspections need to be done and who should maintain the records. Currently, each Department sets their frequency and maintains the paperwork. This is a good example of using MemberLink (custom section) to maintain a record of inspections done.
11. Next meeting date was set for May 22, 2013 (4<sup>th</sup> Wednesday) at 11 am, same place.
12. The meeting was adjourned at 11:45.