GLENN COUNTY SAFETY COMMITTEE MINUTES

BOARD OF SUPERVISORS CONFERENCE ROOM

MEMORIAL HALL BUILDING

August 12, 2015

**Present:** Michelle Cavier/Personnel, Jennifer Peters/GSRMA, Erin Marshall, Jolene Swanson /PPWA, Jamie Gammon/Public Guardian, Tina Brothers/Ag Dept., Sonia Melgarejo/Sheriff’s Office, Brenda Sites/ DOF, Dana Owens/Air Pollution

1. **Call to Order:**  Meeting was called to order at 11:01 by Michelle.
2. **Approval of Minutes:** Jolene moved to approve the minutes for May 21, 2015; the motion was seconded by Brenda.
3. **Incident Analysis:** The claims review sheet was distributed and reviewed for incidents which occurred between 5/19/15-8/12/15.
4. **Open forum for departmental safety concerns and issues:** Jennifer informed the committee of the Car Rental procedures when a staff member is away on county business. Rental cars should be rented in the county name and always accept insurance coverage from Rental Company. County insurance would be primary for physical damage and Individual insurance would be primary for liability.

Jennifer also informed the committee that insurance cards for county owned vehicles are given to Brooks at Fleet services and he would distribute them as needed.

1. **Ergonomic evaluations discussion:** Michelle informed the committee of the new policy for Ergonomic Evaluations. The new policy will be for the employee to complete the Ergonomic Evaluation Request form along with the Ergonomic Evaluation Checklist and submit to the Personnel Office. Once both forms are received, Michelle will send some self help tips, if after the tips are used and a problem continues, then an evaluation will be done. The exception to this would be if a Worker’s Comp injury occurs, in this case an evaluation would occur once the request is submitted.

Michelle announced she and Linda will be holding quarterly Personnel trainings for all department personnel staff to give information on personnel processes.

1. **Budget Update**: Michelle informed the committee the safety budget balance has not changed and remains at $36,492.82.
2. **Loss Prevention Incentive Program (LPIP) requests:** The committee approved the LPIP request submitted from the Planning & Public Works Agency for the purchase of 2 Flagger Joe Umbrellas.
3. **Other:** Michelle distributed a “Slips, Trips and Falls” handout to be used during safety meetings. She emphasized continued trainings in this area as part of our Loss Exposure Experience Plan (LEEP) which is incorporated into our yearly LPIP application. Michelle will add new committee members to Target Solutions giving them administration authority to create assignments. All LPIP requests must be submitted to Michelle by October 31, 2015.
4. **Next Meeting:** November 11, 2015 @ 11:00am.

Meeting adjourned @ 11:26am