

EMPLOYEES' SAFETY COMMITTEE MEETING MINUTES

Thursday, March 27, 2014

10:00 A.M.

CITY HALL NORTH CONFERENCE ROOM

1. Call to Order

Meeting called to order at 10:05 a.m.

2. Attendance:

Administration/Public Information:	Marie Hovik
Library Services:	Liz Garcia
Community Services:	Not present
Finance:	Linda Wright
Human Resources:	Mike Casalou
Human Resources:	Ruby Romo
Parks & Recreation:	Not present
Public Works & Development Services:	Martha Gomez
Transportation:	David Alaniz

3. Introduction of visitors

None present

4. Review of February 27, 2014 minutes

Martha Gomez moved to approve the minutes and Liz Garcia seconded; motion carried.

5. Injury Review for February 2014

- Reading information from a bus name plate; employee alleged having sustained flea bites on lower right leg:

Preventable

- Loading a bed frame onto bed of city truck; employee injured left bicep:

Preventable

- Repairing a break relay valve on municipal bus; employee was standing on ladder and when employee stepped up ladder, employee struck head on corner of transmission:

Preventable

6. Unfinished Business

- City Facilities and Parks Inspection Schedule Update: The calendar has been updated with trainings for the remainder of 2014 and will be distributed at our next meeting
- New Injury/Incident Report Completed: This form has been completed and will be distributed to all committee members via email and made available to all City staff via the HR web-page
- Incident/Accident Report: This form has been completed and will be made available via the HR web-page
- Vehicle Accident Report/Proof of Liability (CJPIA's form) with new City Clerk's signature will be placed by Transportation staff in every City vehicle
- Loss Cap Update: HR staff has met on the outstanding items on this report and will be reaching out to committee members for assistance in order to achieve completing all items by June 2014

- Ergonomic Plan Completed
- Hearing Conservation Plan Completed
- Hazard Communication and Fall System training (web-based) will be rescheduled by HR for other dates possibly in April due to an IT issue
- HR is actively working on establishing a Safety section on the HR web-page where employees can have access to meeting minutes and other safety related information
- Clarification on Expectations of Committee Members: Committee members are representing their respective departments and all safety information including inspection findings will be sent to the applicable committee member for further addressing with their department. Committee members are requested to inform HR if safety items are left unaddressed by the department
- HR is pending receipt of a list identifying the location of all fire extinguishers. Once information is received it will be shared with the committee and common areas will be identified and appropriate responsibility

7. Summary/New Business

- Accident Policy: Mike will develop revisions to the City's Accident Policy (VI-3)

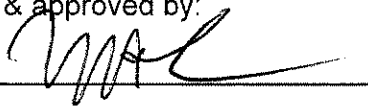
8. Questions

None

9. Adjournment of meeting

The meeting adjourned at 10:40 a.m.

Reviewed & approved by:



A handwritten signature in black ink, appearing to read 'MAC', is written over a horizontal line.

Michael A. Casalou, Safety Committee Chairperson