

## APPENDIX C

### SAFETY COMMITTEE MEETING MINUTES

Meeting Date: April 9, 2015

Meeting Time: 9:00 A.M.

Meeting Location: Fire Administration Training Room, 1251 Peterson Lake Road

Members present/absent: (Excel spreadsheet)

Guests: None

Meeting was called to order at 9:00 a.m.

Derek Honeycutt took roll call.

Derek Honeycutt added an item to the agenda on Building Inspections.

Derek Honeycutt asked if there was a motion to approve last month's minutes. Mike Cannon made the motion to approve the minutes and Sandi Robbins seconded the motion. All committee members approved.

#### **Unfinished Business**

- Review specific items from last month's minutes.
  - a. Worker's Compensation Package Follow-up on Pharmacy contact numbers: there are no additional updates since the March 2015 Safety Committee meeting. Derek Honeycutt asks the Committee Members "Has anyone experienced any issues to this point?" No issues to report. Derek will leave this item on the agenda for future follow up.
  - b. Safety Data Sheet Program Update – All departments are complete with the exception of:
    - Murray Beard / Clay Ticer has submitted all list with the exception of Fleet Services;
    - Mike Moore has completed CID but needs to submit remaining administration, lab, and ammunition items. Jennifer Jenkins will get with Mike and arrange some assistance on gathering data on remaining items needed for the Hazardous Chemical Master List.
  - c. How deep should a gas main or gas service line be buried?

Derek Honeycutt asks if anyone has any follow up or comments from the March 2015 meeting:

    - Angela Reeder spoke with the City Engineer in Arlington and Arlington hasn't had any issues with MLG&W locate.

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- Terri Spears contacted Bartlett but has not received a return call. Terri also spoke with Tim Gwaltney in Germantown and they had one specific incident when constructing phase 1 of Farmington Rd, the contractor hit both the gas and electrical lines. After the incident Germantown placed a caveat in the contractor's agreement that they had to pothole (hand digging to determine how deep the line is prior to doing any machinery excavating). Any new construction with MLG&W, Germantown is requiring that compacted trenches be dug in order to lay the lines via letter with MLG&W and this seems to have reversed any issues that they have had. Derek Honeycutt asks Terri if Tim offered to send her the letter. Terri states that he didn't, but she will contact Tim to see if he will send it to her.
  - Derek Honeycutt passed out a newsletter from MLG&W ([see attached](#)). The article "Call before digging saves time, trouble and costly repairs" is about how to call for a line locate before digging. Derek asks the Committee Members to read the article and he will put it on the May 2015 agenda to discuss, as well as put together a game plan to respond to the email of Candace Spicer with MLG&W.
- d. Safety Inspection Protocol
- Derek Honeycutt passed out pictures of Suggs Park Concession Stand ([see attached](#)). Derek was inspecting the building for Facility Maintenance repairs and upon opening the door found safety hazards (bags, equipment, fencing, etc. in floor and in the doorway). This building is currently being managed by the Collierville Softball Association which practices at Suggs Park and keeps the equipment in the Concession Stand Building. Regardless who is managing the building, this is Town of Collierville property and there needs to be clear access for emergency personnel. This also presents a Risk Management liability as any accident would fall under the Town of Collierville's liability insurance coverage. Derek contacted Chip Peterson about the condition of the concession stand. When doing a re-inspection a couple days later, Derek found that the concession stand had been cleaned up and there is now clear access for emergency personnel.
  - Derek Honeycutt and Mike Cannon inspected the concession stands at Cox Park and found issues with storage areas managed by the concession contractors and baseball teams. Derek addressed these issues with Chip Peterson as well.
  - Timing of inspections needs to be in correlation with the use of the buildings. Suggestions for 2<sup>nd</sup> Quarter inspections (lead by Mike Moore) "in season" buildings: Concession Stands, Ball Fields, Tennis Courts, Restrooms, Soccer Concession Stand, College Street Rec Center, Fleet Maintenance. Derek Honeycutt points out to remember that this is a Safety inspection and not a Health inspection. Any "Health" issues found on a Safety inspection should be noted directly to Derek as a contractor issue and not on the Safety inspection report.

#### **New Business**

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#### (A) Review Local Government Jobs - Dangerous

\*Example: P/S Street Patching and Citizen Report

Derek Honeycutt passed out an article from American City and County on the dangers of Public Works ([see attached](#)).

Key points noted:

- The individual group occupation in State Government in moving and transporting material has a very high incident rate (839.9 incidents per 10,000 employees).
- The moving and transporting material incident rate for Local Governments is 576.2 per 10,000 employees.
- The incident rate for protective service occupations in Local Governments is 481.6 per 10,000 employees.
- The incident rate for healthcare support occupations in Local Governments is 463.0 per 10,000 employees.
- The incident rate for laborers and freight, stock material movers in Local Governments is 1,093.1 per 10,000 employees.
- The incident rate for bus drivers, transit and intercity in Local Governments is 1,025.6 per 10,000 employees.
- The incident rate for heavy and tractor trailer truck drivers in Local Governments is 767.7 per 10,000 employees.

Derek Honeycutt shared an incident with the Safety Committee Members about pot hole patching. A citizen called in to the Mayor and Town Administrator to report that a patching crew was jumping out of the truck in the middle of traffic, not putting out any cones, throwing asphalt down, getting back in the truck and moving forward. Town Administrator, James Lewellen, requested that Derek bring this to the attention of the Safety Committee Members for discussion on how the cold patch crew can protect themselves in traffic.

Open discussion:

Derek Honeycutt: "Should they take the time to put out cones?"

Sandi Robbins: "Definitely. How would people know when to stop? What if traffic is coming and they don't have a chance to stop and they get hit? If they take a few seconds which might set them back a few minutes, but if they have someone go ahead and set out the cones then obviously someone will see the bright orange and detour."

Ken Evans: "Don't they have flashing lights?"

Clay Ticer: "These guys are not just in a pickup truck. They've got vest on, hazard lights flashing, four way strobes, and lights on top of the vehicle. If you can't see that then you're not going to see a 20" cone."

Murray Beard: "And they don't just suddenly come to a stop. They are traveling very slowly and will come to a gradual stop with the driver looking in the rear view mirror making sure that nothing is coming up behind them. When they feel like it is safe they will exit the vehicle, come around to the back of the vehicle (tailgate has already been

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dropped), shovel the coal mix into the pot hole and level it out, then they hop back in the truck and gradually move down to the next spot. They're not suddenly coming to a dead stop out in the middle of the road. Per the MUTCD Traffic Control Guidelines it is considered a mobile work site and you are not required to put out advanced signage or cones because you are mobile; like a garbage truck stopping to pick up a load of brush."

Sandi Robbins: "Why did someone say they were just jumping out in the middle of the street?"

Clay Ticer: "They don't just pull up and throw it in park and jump out. They pull up with the lights on and will not stop until it is safe to stop. We had a crew working at Frank and Houston Levee and we had a guy stop and say 'You got guys up here patching and they don't have lights on or vest on. They're just out in the middle of the road and I almost hit one of them', Richard Mills instantly got in his truck and went to where the crew was working. The crew had the vehicle lights on and their vest on so you can't believe everything that someone tells you. You can only put so much stuff out there. If they're not looking or paying attention they're not going to see anything."

Mike Moore: "Then we get complaints that our [Police Department] lights are too bright."

Derek Honeycutt: "The reason I bring this up is because I want to let everyone know what Administration and Public Services has to deal with. We have safe employees out there, and I want us [Safety Committee] to be able to back it up when we hear complaints like this one and for you to be able to say 'I sit on the Safety Committee and I know, I've looked, I've seen, we've talked about it, and we know they are safe out there and there hasn't been any incidents.'" "I pulled up behind a garbage truck the other day and the gentleman that was driving was out behind the truck pushing stuff in to help the other two guys. Before he stepped around the truck, because I was going into the turning lane, he looked twice, saw me coming and waited, then looked a third time to make sure where I was before he started around. We have safe crews out there and our safety numbers reflect that. All we can do is make sure we have our policies in place, our inspections in place, and if someone does get hurt we have investigations in place to make sure employees are following the policies."

Murray Beard: "Always thank a citizen for bringing a concern to our attention."

Derek Honeycutt: "On the other side of that coin, every once in a while we will get a little sloppy. What do you do when someone gets a little sloppy and someone reports them?"

Terri Spears: "Refresh"

Murray Beard: "Refresh Retrain"

Derek Honeycutt: "The key is to ask the citizen if they got the vehicle number so that you can address any issues directly with the employees involved."

#### (B) Discuss: Construction Safety Week

Derek Honeycutt handed out the article "Building a Culture of Safety" ([see attached](#)). First sentence of the article "It's better to lose a minute of your life...Than your life in a minute!" The construction industry promotes a safety week in May that we may want to consider tying into next year. The article talks about how the safety week meetings have raised safety awareness and reduced construction accidents and injuries. "Many

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companies will pick a focus for each day. For instance, day 1 might focus on fall protection, day 2 soft tissue accidents, and so on.” Derek asks the Committee what they think soft tissue accidents might be. Responses include: twisting of the ankle, twisting of the knee, etc. (sprain or strain). “Most projects had a luncheon at the end of the week to cap off the events.” An example would be when Public Works has their equipment rodeo for Public Works Week. This might be something the Safety Committee would consider doing in 2016. Derek mentions that construction companies are doing to keep their liability insurance premiums down is that every time they walk onto a site they will have a 5 minute safety meeting with the crew, basically “here is what you will be doing today and here are the safety issues that you need to be aware of”. These types of meetings are showing a downward trend of the number of accidents which is reducing their liability insurance premiums. Derek will hold this article for next year so that the Safety Committee can revisit the possibilities of participating in safety week for 2016.

Derek Honeycutt asks the question “Does anyone attend staff meetings in their departments?” Derek is going to start incorporating safety training in with the General Services staff meetings. Sandi Robbins explains that the Planning Department has weekly staff meetings and on the third Thursday of each month they incorporate 10 – 15 minutes of training on a safety topic. Sandi also notes that the Engineering Department does the same for their weekly meetings; however, she is unsure about the Building and Codes Department. Mike Moore explains that the Police Department has a roll call training of two crews per shift. Any safety issues or issues of raised awareness are pointed out during the roll call training. Currently, the Parks and Recreation Department does not have any type of daily or weekly safety training with employees; however, Brian Mason points out that they do safety training with all temporary employees.

#### (C) Bi-monthly Department Safety Training

Topics presented:

- Slips, Trips, and Falls
- Safe Lifting
- Work Zone Safety
- Driving Safety

Slips, Trips, and Falls was voted to be the first topic for the bi-monthly department safety training. Driving Safety was voted to be the second topic for the bi-monthly department safety training.

#### (D) Review First Report of Injury Notices

Derek Honeycutt reviewed the first report of injury notices for April and they were very minor. Derek opted to skip the discussion and move on to the Sub-Committee topics.

#### **Miscellaneous Discussion Items:**

- (A) The May 2015 agenda will be set up containing hyperlinks to articles and/or hand outs for the May 2015 Safety Committee Meeting. All Safety Committee Members will need

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to print out the agenda and attachments and bring them to the May 2015 Safety Committee Meeting.

(B) De-fib and CPR Training Sub-Committee (Members: Terri Spears, Sandi Robbins, Angela Reeder)

Andy Rice is no longer with the Town. Chief Mark King will provide a substitute for the De-fib and CPR Training. Chief King mentions that Chief Kelly is going to attempt to contact all of the Firemen and gather 12 – 15 of them and send them to school to become First Aid, CPR, and AED instructors. In addition Chief Kelly is going to try to get together with other partnerships (i.e. Baptist Hospital, Rural Metro, etc.) to see what kind of health fairs are available that maybe we could have a city wide health fair for all of the employees. Chief Kelly doesn't know how soon he can get this all done, but please be assured that he is working on it and will deal with it very strongly next week to move forward. Chief King makes note that if additional equipment and training aids are needed for training all of the employees they may need financial assistance from the Safety Committee to do so.

Derek Honeycutt asks the Committee how they would like to proceed with the goal knowing that it is going to take some time for Chief Kelly to be able to put the training in process. The Committee discussed getting a third party to begin training until the Fire Department had time to ramp up on instructors. Chief King requested that the Committee hold off until the next Safety Committee Meeting and he will provide a progress update. In the meantime, Elaine Hurdle is going to check with Dr. Dyer with the Collierville Schools to see if First Aid & CPR training is still being provided at the schools and if so who is doing the training.

(C) Fire Drills and Fire Extinguishers Safety Training Sub-Committee (Members: Buddy Billings, Mike Cannon, Ken Evans)

Mike Cannon updates the Committee stating that Buddy Billings had sent him a request for a list of all the Facilities. Mike is going to highlight a priority list of all the buildings with fire alarms and get it to Ken Evans and Buddy Billings. The Sub-Committee will then get together and decide on which buildings to have the fire drills.

(D) First Aid Kits and First-Aid Training Sub-Committee (Members: Elaine Hurdle, Brian Mason, Clay Ticer)

Elaine Hurdle updates the Committee stating that Clay Ticer is contacting someone from Cintas to see what they can provide; however, they have not gotten back in touch with Clay. Elaine will email the Committee the First Aid Kit recommendations made from the November 2014 Safety Committee Meeting.

(E) Inspections Sub-Committee (Members: 2<sup>nd</sup> Quarter – Mike Moore, 3<sup>rd</sup> Quarter – Murray Beard, 4<sup>th</sup> Quarter – Derek Honeycutt)

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Safety Committee Members were assigned to assist the Sub-Committee Members on inspections:

2<sup>nd</sup> Quarter led by Mike Moore will be assisted by Brian Mason, Clay Ticer, and Sandi Robbins. Mike Moore has selected Cox Park Soccer Concessions for the building inspection. Clay Ticer will check on the current work sites available for inspection. Derek Honeycutt suggests the Hinton Park work site.

3<sup>rd</sup> Quarter led by Murray Beard will be assisted by Mike Cannon, Elaine Hurdle, and Angela Reeder.

4<sup>th</sup> Quarter led by Derek Honeycutt will be assisted by Terri Spears, Ken Evans, and Buddy Billings.

**Discuss Next Month Business:**

(A) Next Scheduled Meeting: May 14, 2015

(B) Safety Data Sheet Program Update

(C) Report on Progress: Sub Committees

There being no other business, the meeting was adjourned at 10:20 a.m.