

DRAFT
SAFETY COMMITTEE MEETING MINUTES
12:30 pm, Wednesday, October 2, 2013
City Hall, 3rd Floor Administration Conference Room

PRESENT: Karen Tarmichael, Chair; Nathan Anderson; Andy Willette; Pam Young; Bobbie Morgan; Lori Bieber-Launder; and Mary Newell. **ABSENT:** Dawn Wilson

CALL TO ORDER: Karen Tarmichael called the meeting to order at 12:47 PM.

MINUTES: Motion: Willette/Bieber-Launder to approve the September minutes as corrected to state "risk" reduction grant, not RICK as written in the draft minutes. Motion passed unanimously.

INSPECTIONS: Fourth Quarter building inspections were posted/distributed. Reminder to provide 24-hour notice to site supervisor before arriving to conduct an inspection. Inspections assigned as follows:

Animal Shelter, PW Yard: Karen and Lori
Wastewater Treatment and Water Plants: Mary and Bobbie
Library and Library Annex: Pam and Nathan
City Hall and Records Archive Building: Dawn and Andy
NFD 20 & 21: Alex Haven
Pump Stations: Operations Staff

BUSINESS:

Karen indicated that all the activities currently being planned by the Safety Committee will apply towards our grant application score when submitted in early 2014.

Karen reminded Committee members whose terms expire December 2013, to discuss assignment of position replacement if they've not already done so. New members should accompany outgoing committee members at the December meeting. Discussion regarding possible locations. Andy will contact Dundee Bistro to see if their room is available. The December meeting is anticipated to be held on December 4th, 11:30 AM. Andy will confirm time and location w Chair.

Grants:

Karen Tarmichael submitted to CIS the police request for Kevlar gloves under the CIS 2013-15 Risk Reduction Grant. She will advise if/when the grant request has been approved.

Karen explained that Committee is allowed to go over the \$5,000 limit, but this action would require a dollar for dollar match by the City of Newberg and is for very large project.

A request for a Powder Spike Driver was submitted by the Engineering Department. Based on the information provided, this power tool will assist with driving stakes into pavement and/or cement rather than doing so by hand and hammer. Estimate from Engineering is \$225-299. Agreement this is a good and appropriate use the funds. **Motion: Willette/Young** to approve the request for the podwer spike driver. Motion passed unanimously.

City Hall Evacuation Drill:

Weather conditions have postponed the City Hall evacuation drill. It will be rescheduled within the next week. It is a priority. The test will work around Payroll and Utility Billing but not other meetings since a real evacuation can happen at any time. Karen Tarmichael will contact Dispatch, NFD with Date and time.

Messages:

Lori has confirmed Val for the following dates/times/departments/contacts. Because Lori will be out of the office during this period, Karen will act as backup contact for questions. Lori will confirm with Val in advance. This is a grant funded wellness event.

Fire (station 20—down town)	10/15/13	10:30-01:30pm	Contact Jill/Jessica
Library	10/16/13	2:15-4:00pm	Contact Lori / Korie
Fire (station 21—Springbrook)	10/18/13	10:00-12:00pm	Contact Diane
City Hall	10/22/13	1:15-4:00pm	Contact Bobbie
Public Works Maintenance	10/29/13	10:00-12:30pm	Contact Jodie
Public Work Operations	10/29/13	2:00-4:30pm	Contact Karen T.
Police/dispatch/court	10/30/13	2:00-4:00pm	Contact Karan F.

2014 Safety Fair:

Consensus to hold the 2014 Safety Fair in conjunction with the OSHA Take A Break event in May 2014. Date TBA. This will be a planning item for Committee and will be presented for separate Wellness Fair Grant via CIS in Jan 2014.

Taking advantage of the end-of-fair season sales, Bobbie pre-purchased some fun wellness fair supplies at a good discount. Mary says gift bags are still in good stock at NPD. There is still \$48 budgeted funds available should something else be needed.

Speakers/Lunch-to-Learn:

Committee had previously determined, based on survey data, to provide speakers and lunches during the first quarter of 2014. The topic areas are: Stress, Core Strength, Power Food, and Financial. Karen reported that Dawn Wilson has located a speaker to cover the Stress topic. RBH have personnel who can address the Financial Health. Suggested the Core Strength and power Food could be combined. Bobbie provided contact info for "Employee Awareness Association," an organization who may be able to provide the training and part of the lunch. Karen will contact them for more info.

Flu Shot Clinic:

Noting that she has received requests since the survey, Karen reported that CIS is very interested in conducting an on-site flu clinic. CIS has provided a contact who can coordinate a late fall clinic and Karen is working with CIS to get a clinic scheduled. Karen noted that the CDC is advising that individuals get their flu shots early. Specifics about copays or spouses will be answered shortly.

INCIDENT REVIEWS:

Karen advised there were two minor incidents reported in September, which will be reviewed at the November meeting.

ITEMS FROM DEPARTMENTS:

Heat registers at Fire Station #20 have been fixed.

Signs and visibility at the Waste Water Treatment Plant has improved. A new sign to be posted at the entrance has been ordered; there is re-grading of the sloped entrance area for visibility. All actions will increase visibility. Construction is ongoing.

NEXT MEETING:

The next scheduled meeting is November 6, 12:30 PSB, Dawn Wilson the assigned lunch host.

Mary Newell, Committee Minute Recorder

Safety Committee Meeting Minutes
12:30 pm, Wednesday, September 4, 2013
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Chair; Nathan Anderson; Andy Willette; Lori Biever-Lauder; Dawn Wilson; Pam Young; and Mary Newell. **ABSENT:** Bobbie Morgan.

CALL TO ORDER: Karen Tarmichael called the meeting to order at 12:30 PM.

MOTION: Willette/Biever-Lauder to approve the minutes as written. Motion passed unanimously.

INSPECTIONS: Assigned Third Quarter inspections are either complete or on schedule to be completed by September 30, 2013.

BUSINESS:

Karen Tarmichael reminded those committee members who have fulfilled their two-year commitment to the Safety Committee, that it's time to talk with Department Head about his/her replacement. Both outgoing and incoming committee members are to attend the December meeting, which will be held at a To-Be-Determined restaurant. There will be a featured speaker.

Also, OSHA training is coming up, plus there are courses on-line. In-coming committee members who have not taken any Safety Committee courses must complete the OSHA course: Introduction to Safety Committee, and Job Hazard Analysis.

Grants: CIS has issued a new RICK Reduction Grant, and begin submitting grant projects. Available is \$5,000 over 24 months. Discussion regarding one proposal from Police for Kevlar Lined Patrol Gloves at approximately \$75 per pair. Andy and Nathan concurred with the suggestion, noting that needle sticks are a major concern. Committee members will ballot via email for a final decision. If approved, Karen will submit the request to CIS.

Karen and Andy are working on Phase II of the Wellness Grant. The first application towards the grant can be submitted in January 2014.

Training: Karen is working with Department Heads and Newberg Fire to schedule a date for the evacuation drill at City Hall. She is trying to schedule a date which does not coincide with shut-offs, training, or other busy activity dates. Two-three weeks in advance, Committee members will be contacted to assist during the drill and evaluation.

Massages: Decision to proceed with providing massages for interested City staff. Lori to coordinate with an assigned department staff person or Safety Committee member to schedule the massages.

Wellness Fair Update: There will be a Wellness Fair update when Bobby is back from vacation. However, committee members did concur that it was beneficial to schedule the 2014 Wellness Fair to coincide with the State OSHA Take a Break week in May as the two events activities are complimentary.

Budget: Much discussion about the survey, and how best to provide services which employees find beneficial. Concurrence that spring quarter should provide Lunch & Learn informational presentations to cover physical, nutritional and financial health. Karen will develop a list of potential presenters.

Also discussed was feasibility of providing health screenings and vaccinations. Consensus was employees and family members would greatly benefit from making these services easily available. Karen will investigate possible sources, and see how easy it would be to set up for this fall, and at what cost.

Regarding competitive contests to support wellness, consensus was to promote the several sites and options which already exist which promote wellness rather than take them on this year. The Safety Committee could support internal health and wellness activities, i.e. Jessica's Bike to Work day; Commuter Challenge; etc. Committee members decided to revisit this matter next year.

Lunches: Paid lunches will continue during the 2013-2014 budget year for Safety Committee members.

INCIDENTS: There were two incidents reported during the past month.

Police: Officer exposed to another's body fluids through scratches on officer's hands while handling suspect. Committee recommendation: defer to supervisor's recommendation to grab gloves if faced with similar situation.

Police: Officer experienced and continues to experience ringing in the ears following shoots.

Recommendation: Follow department policy when officer is completing regular duties. Ear plugs advisable if time and opportunity allow.

ITEMS FROM DEPARTMENTS:

Heat registers at NFD Station 20 pending resolution with Facility Maintenance.

The Waste Water Treatment Plant is again a construction zone.

Landscaping was cleared, greatly improving visibility.

NEXT MEETING: Wednesday, October 2, 2013

LUNCH ASSIGNMENTS: October – Pam; November – Dawn; and December – Karen.

Meeting adjourned at 1; 55 PM.

Respectfully submitted,

Mary Newell

Meeting Recorder

Safety Committee Meeting Minutes
12:30 pm, Wednesday, August 7, 2013
Public Safety Building

MEMBERS PRESENT: Nathan Anderson; Lori Biever-Lauder; Pam Young; Bobbie Morgan; Mary Newell; Andy Willette; and Dawn Wilson. **ABSENT:** Karen Tarmichael

CALL TO ORDER: Andy Willette called the meeting to order at 12:55 PM.

Motion: Lori/Bobbie moved to approve the minutes as written. Motion carried and minutes will be placed on file.

INSPECTIONS:

Reminder that third quarter inspections are due and should be completed by September 30, 2013.

Animal Shelter, P.W. Yard – Mary & Pam

Wastewater Treatment and Water plants – Andy & Lori

Library and Annex – Bobbie & Karen

City Hall, Archive Bldg, PSB – Nathan & Dawn

NFD Alex Haven

Pump Stations – Operations Staff

BUSINESS:

Grants:

Andy reported that CIS has issued a new RISK reduction Grant. Andy has not seen the grant, but the Safety Committee should be able to submit an interest statement now with an outline of projects. He indicated Karen is compiling the project list. He encouraged everyone to submit their projects, with anticipated costs, to Karen for consideration at the next meeting. Examples of items that can be used for the Risk Reduction Grant: NPD has requested Kevlar gloves to prevent needles/sharp sticks; or the motorcycle helmets for the motor officers. Be sure to discuss your department needs and submit suggestions to Karen as soon as possible.

New Wellness Grant: No progress has been made on the wellness grant. Andy and Karen will definitely submit Phase 2, but Phase 3 is more difficult and requires stronger language. Requirements of the City are more stringent, requiring some quantitative activities.

Training:

The date has not been set, but the Safety Committee with NFD assisting will coordinate the City Hall evacuation drill exercise. The exercise has been approved. Karen will meet with Department heads in September to ensure they know the requirements. The fire department will act as an observer, taking notes on the evacuation process.

Massages: Lori will postpone contacting area vendors until a determination is made regarding whether or not to continue with the massages.

Budget:

Noting there were some surprises, Dawn distributed the results of the employee wellness interests by Survey Monkey. Followed was general discussion regarding the various topics/suggestions. Committee members were in agreement that some suggestions could easily be incorporated into existing activities. Survey results will be discussed in more detail at the next meeting.

Consensus was to set over further discussion regarding the budget to the next meeting, when the Chair will be available.

ITEMS FROM DEPARTMENTS:

Heat registers at NFD Station 20 – Still pending resolution with Facility Maintenance.

Broken handrail – Still pending resolution with Facility Maintenance.

New Signs at Operations – This is a driveway visibility issue. Still pending, but shrubs are gone.

INCIDENT REPORTS:

Three incidents were reported in June:

Police Department: Scrape by door. NDPD requested Facility Maintenance repair door. No further recommendation by the Safety Committee.

Public Works Maintenance: Pulled muscle. Maintenance worker pulled a muscle while working in a trench. Over-exerted self, when he/she should have requested assistance. Committee members concurred with the individual to ask for help with large items in the future.

Police Department: Knee injury. Knee injured when motorcycle fell over onto leg. Committee members referred matter to department safety plans.

NEXT MEETING: 12:30 pm, September 4, 2013, at Public Safety Building

LUNCH ASSIGNMENTS: September – Mary

Meeting adjourned at 1:45 PM.

Respectfully submitted,

Mary Newell
Recorder

**Health Topics: Which of the following
Subjects would you be interested in (Select
all that apply)**

Answered: 66 Skipped: 3

Answer Choices	Responses	
Back & Core Safety/ Health	63.64%	42
Cancer Prevention	22.73%	15
Health Disease Prevention	24.24%	16
Stroke Prevention	16.67%	11
Cholesterol Reduction	21.21%	14
Home or Personal Safety	23.79%	19
Headache Prevention & Treatment	15.15%	10
Cold/Flu Prevention & Treatment	18.18%	12
Manage Chronic Condition (diabetes, hypertension ...)	15.15%	10
Manage Chronic Pain (knee, foot, fibromyalgia...)	30.30%	20
Total Respondents: 66		
Comments (3)		

**Mental Health/Stress/Other: Which of the
following subjects would you be interested
in (Select all that apply)**

Answered: 66 Skipped: 3

Answer Choices	Responses	
Depression Resources	31.82%	21
Parenting Difficulties	22.73%	15
Dealing with Aging Parents	22.73%	15
Substance Abuse or Gambling	6.06%	4
Job Stress Management	63.64%	42
Accepting Change	31.82%	21
Controlling Anger / Emotions	25.76%	17
Professional Skills	48.48%	32
Financial Management	46.97%	31
Preparing to Retire	45.45%	30
Total Respondents: 66		
Comments (2)		

**Health Screening Day: If an open house
type of event could be planned to allow you
to access a variety of CONFIDENTIAL
health screenings which of the following
would be of interest to you ? (Select all that
apply)**

Answer Choices	Responses	
Vaccines:	22.81%	13
Flu Shots	50.88%	29
Tetanus Shots	33.33%	19
Lyme Disease Vaccine	14.04%	8
Hepatitis 'B' Vaccine	15.75%	9
Exercise Tolerance Screening	26.32%	15
STRESS Testing EKG's	47.37%	27
Blood Pressure Checks	40.35%	23
Blood Sugar Checks	33.33%	19
BMI Checks	43.86%	25
Vision Checks	45.61%	26
Hearing Checks	50.88%	29
Bone Density Tests	42.11%	24

**I would be interested in presentations by
Nutritionists on these subjects (Select all
that apply)**

Answer Choices	Responses	
Healthy Cooking Ideas for Meals /Snacks	65%	39
Safe Freezing and Canning	36.67%	22
Eating Do's & Dont's	50%	30
Brain Power Foods	45.67%	28
Foods that support Immunity	45%	27
Meal planning on a budget	50%	30
Total Respondents: 60		
Comments (1)		

Chart Type Display Options Export Chart Share

**Incentive Programs: I would participate for
a chance to win a prize in the following
(Select all that apply)**

Answer Choices	Responses	
Walk or Biking Contest	50.91%	28
Weight Watchers	21.82%	12
Enroll at a gym or class	31.55%	19
Smoking Cessation Program	3.64%	2
On Line Websites (Via Bluecross, supertracker etc)	21.82%	12
ONLY if my participation was confidential (enrollment confirmed only)	32.73%	18
I would participate in a contest (most hours, miles, points earned etc)	36.36%	20
Total Respondents: 55		

**I Prefer the Following Type of Programs
(Select all that apply)**

Answer Choices	Responses	
Speakers at Work site	65.09%	41
Classes held at other sites (PCC, Hospitals..)	14.29%	9
On line Classes & Webinars	31.75%	20
Printed Information	25.40%	16
E-newsletters	39.68%	25
Online Resources/Links	33.33%	21
Total Respondents: 63		

**What Days are best for attendance at
events in your work area ? (Select all that
apply)**

Answer Choices	Responses	
Monday	35.09%	20
Tuesday	40.35%	23
Wednesday	65.67%	38
Thursday	58.14%	32
Friday	60.85%	29
Weekends	8.77%	5
Total Respondents: 57		

What Times are BEST for you to attend city sponsored events (Select all that apply)

Answer Choices	Responses
Morning (9-11)	49.15% 29
During Lunch (11-1)	37.29% 22
Afternoon (1-3)	41.07% 25
After hours/evenings	11.86% 7
Total Respondents	59

Answer Choices	Responses
City Hall	25% 14
Public Safety/Admin & Office	3.57% 2
Public Safety / Patrol	7.14% 4
Animal Shelter	0% 0
Public Safety / Dispatch	5.36% 3
Fire / Admin & Office	0% 0
Fire / St 20 Responders	7.14% 4
Fire/ St 21 Responders	7.14% 4
Library	12.50% 7
Operations Admin/Office/Lab	1.79% 1
Operations General	7.14% 4
Public Works Maint Admin & Office	0% 0
Public Works General	14.29% 8
I work mostly in an office or building	7.14% 4
I am usually in the field or responding to locations/in a car etc	1.79% 1
Total	56
Comments (0)	

Safety Committee Meeting Minutes
12:30 pm, Wednesday, July 10, 2013

MEMBERS PRESENT: Karen Tarmichael- Chair; Nathan Anderson; Lori Biever-Lauder; Pam Young, Bobbie Morgan; Mary Newell; Andy Willette; and Dawn Wilson.

CALL TO ORDER: Karen Tarmichael called the meeting to order at 12:55 PM.

Motion: Lori/Andy moved to approve the minutes as amended. Motion carried.

INSPECTIONS:

All second quarter inspections have been completed. Third quarter inspections were assigned as follows. Inspections should be completed by September 30, 2013.

- Animal Shelter, P.W. Yard – Mary & Pam
- Wastewater Treatment and Water plants – Andy & Lori
- Library and Annex – Bobbie & Karen
- City Hall, Archive Bldg, PSB – Nathan & Dawn
- NFD Alex Haven
- Pump Stations – Operations Staff

Tarmichael indicated that Operations WWTP will be a construction zone by September or sooner. A call prior to arriving at the site would be appropriate.

BUSINESS:

Grants:

CIS Wellness Grant \$1000 allotted for the massage program. Currently in safety Budget. Lori volunteered to coordinate sessions to be scheduled for mid-September thru October. Noted it was fairly easy to coordinate the appointments and contacts. Karen will provide Lori with all the information.

Wellness Fair Grant is \$500 currently in budget for the next Wellness Fair. Noted that it's prudent to purchase promotional items in the fall, rather than waiting until the spring/fair season. Bobbie volunteered to shop now for giveaway items for 2014, with a budget of approximately \$240. Karen advised that the Committee can reapply for this grant every two years and will do so in 2014.

The three-year Risk Management Grant from CIS has expired. All funds were expended, with the purchase of the treadmill for the police department. If this grant becomes available again, CIS will alert Newberg of the availability.

New Wellness Grant: Andy and Karen will submit Phase 2 & 3 applications.

Post Review of Self Defense/Personal Safety Lunch & Learn: There were 14 or 15 participants. Karen was provided with the power point as well as the power points from the other trainings, all of which will be loaded onto the Intranet for employee availability.

Karen received a note from local Weight Watchers representative Michelle, stating that if any employees would like to start a Weight Watchers group, Michelle would be happy to facilitate a meeting during lunchtime at a city worksite. Karen will let employees know of the opportunity.

Training:

Completed all but one of the mandatory training courses at City Hall. The last is the evacuation exercise of City Hall; Karen has put this responsibility on the department heads as the needs are really department specific. Karen requested dates from NFD for a surprise evacuation drill at City Hall. Safety Committee members will need to assist.

CIS Online training program is going live now. Working out the bugs. This provides new hires and refresher training that is easily accessible by staff online. More will be coming on this soon.

All the trainings have been posted on the Intranet so supervisors can access and utilize them for their new employees and/or as refresher training for existing employees.

Budget: Of the \$4000 non-grant funds in budget for 2013-14, 50% must go to wellness and 50% goes to safety activities. Karen asked committee members bring proposals w specifics from each division to next meeting for budgeting. Items already in budget:

- Monthly Wellness Magazines, meals ordered by City Manager, Grant for Wellness Safety Fair, Grant for Chair Massages,.

New Considerations include:

- Healthy Snacks at department trainings for Police, Fire, and Library who have shift staff who miss office hour events.
- Pay for/coordinate a free Health Screening Day on site with local providers

Karen will send out a survey to be passed along to coworkers to gauge interests.

**** Please bring concrete expense requests in writing to August meeting for review and voting.**

ITEMS FROM DEPARTMENTS:

Heat registers at NFD Station 20 – Pending resolution with Facility Maintenance.

Broken handrail & buckets over head at Library – Buckets are gone but hand rail is pending resolution with Facility Maintenance.

New Signs at Operations – This is a driveway visibility issue, and work is in progress.

New fire doors have been installed at city hall.

Maintenance is working on a lot of ground stuff in the city and around buildings.

INCIDENT REPORTS:

Two incidents were reported in June:

Police Department: Dog bite. Officer was in left thumb by a dog when trying to keep the small dog from going into the street. Wound was a bite and tear. Committee recommendation: defer to standard police procedures when dealing with animals/pets of suspects.

Fire Department: Back injury. After some physical agility, a person with history of strains experienced back pain. He/she was using good ergonomics but strained back. Required trip to urgent care for muscle relaxers and individual was out for 1 ½ shifts. Reviewed by NFD, with resulting suggestion that non-urgent activities such as training be performed/modified to prevent injuries (2 person etc.). Committee deferred to NFD Staff recommendation.

NEXT MEETING: 12:30 pm, August 7th, 2013, at Public Safety Building

LUNCH ASSIGNMENTS: August – Pam; September – Mary

Meeting adjourned.

Respectfully submitted,

Mary Newell,

Recorder

Safety Committee Minutes
12:30 pm, Wednesday, May 1, 2013
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Lori Biever-Lauder, Nathan Anderson, Bobbie Morgan, Andy Willette, Dawn Wilson, and Mary Newell.

CALL TO ORDER: Karen Tarmichael, Chair person, called the meeting to order.

MINUTES: Minutes of the last meeting were not available.

INSPECTIONS: 2ND Quarter inspections, April-June 1993, are now due and assigned as follows:

Animal Shelter, P.W. Yard – Bobbie & Andy
Wastewater Treatment and Water plants – Pam & Nathan
Library and Annex – Dawn & Lori
City Hall, Archive Bldg, PSB – Mary & Karen
NFD Alex Haven
Pump Stations – Operations Staff

BUSINESS:

Safety Wellness Fair “Take a Safety Break”: May 8th PSB 11-1:30

Committee members are encouraged to assist with set up, which will begin at 10 AM.

Plan to be available for a few hours. Clinton will help w some set up.

Bobbie provided an excellent map of the room set up. Karen reminded committee members to get reminders of the event out to your respective departments and employees. Gift bags are all stuffed and ready to go. Karen said there are 4-6 groups who plan to participate in the Pizza contest. Groups can be a shift, department, or otherwise. Pam and Mary will make the Costco run for snack items on Tuesday, before the fair on Wednesday. Signs, balloons, dummy, and raffle tickets were discussed and arranged.

Grants

Andy and Karen will submit phase 2 application by June 30th, 2013

3 yr RM Grant from CIS expires June 2013 - Karen reported that all \$10,000 of the grant was used within the 36-month timeframe. The final purchases were the following:

- Library floor mat & Ergo Mouse pad. There are a few items waiting for invoice
- City Hall Fire Door Openers. Committee members approved this purchase, and Clinton is ordering the needed parts and will meet the deadline of May 24 for invoice and payment. Failure to meet the deadline would disallow the charges to the grant.

Training

Personal Safety & Awareness lunch & learn – Mary will assist Lori in making contact with the police dept.

Massages – Consensus was to wait until September rather than schedule them so close to the safety fair. Also it allows for employees to return from the busy vacation months.

Karen & Andy are getting dates from NFD for 2 sessions of

- Fire Extinguisher (practical practice & use) & Blood borne Pathogens (NFD)
- MSDS Overview w New Global Regs & First Aid Policy (safety Manual) Karen will arrange
- Dept Heads will be asked to review evac plans with staff by July 15th
 1. Then late summer a “surprise” evacuation drill will be done – NFD & Safety Committee

Terry Mahr is going to conduct 2 sessions of

- Ethics & Sexual Harassment Policy/Reporting & Violence In Workplace and Mandatory Abuse reporting for all employees not already receiving same at worksite. (City Hall, Public Works etc)

Karen noted that the City Manager wants all required trainings completed within 90 days.

Code 4 Training Opportunity – Discussion all around regarding the training. Determined it would be appropriate to leave it up to departments to schedule, but Karen will look at feasibility of hosting training or train-the-trainer training. Karen will forward information to Dept. Heads for their use.

ITEMS FROM DEPARTMENTS

Heat registers at NFD Stn. 20 – Pending resolution w Facility Maintenance.

Broken hand rail and buckets over head at Library – The recent rain cause the leak to create a crack in the ceiling which necessitated major repair. *The repairs are underway and should be resolved soon.*

New Signs at Operations – Karen explained issues with the visibility out of the driveway for those exiting onto Wyooski. *New signage is being installed which should provide a safer entrance/exit into the facility.*

ADJOURNMENT

The next meeting will be held June 5, 2013, at the new Newberg Animal Shelter, with Karen as lunch coordinator. Reminder to meet at the shelter at 12:45. Lori offered to coordinate a carpool.

***This meeting has been rescheduled to June 6th 2013 at 12:45 at the New Animal Shelter.*

Lunch coordinators: July: Andy Aug: Pam Sept: Mary

Respectfully submitted,
Mary Newell, Recording Secretary
Newberg Safety Committee

Safety Committee Minutes
12:30 pm, Wednesday, April 3, 2013
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Lori Biever-Lauder, Nathan Anderson, Bobbie Morgan, Andy Willette, Dawn Wilson, and Mary Newell.

CALL TO ORDER: Karen Tarmichael, Chair person, called the meeting to order at 12:50 PM.

MINUTES: Motion: Willette/Newell to approve minutes as written. Motion carried.

INSPECTIONS: All 1st Quarter Jan – March 2013 inspections are complete.
2ND Quarter inspections, April-June 1993, are assigned as follows:

Animal Shelter, P.W. Yard – Bobbie & Andy
Wastewater Treatment and Water plants – Pam & Nathan
Library and Annex – Dawn & Lori
City Hall, Archive Bldg, PSB – Mary & Karen
NFD Alex Haven
Pump Stations – Operations Staff

Prior safety inspection reports will be posted on the Intra-net for reference by committee members who are inspecting facilities the following quarter.

BUSINESS:

Safety Wellness Fair “Take a Safety Break”: May 8th PSB 11-1:30

Bobbie mailed all the letters to vendors and has received 13 replies. Following discussion, determined that Bobbie would send out confirmation letters to the 13 vendors as there was good variety between them.

Karen Tarmichael will send out safety tips during the week of the safety fair to further promote Safety during the week. Karen indicated she has lots of information which would be good for distribution to employees.

Mary will have her volunteers coordinate stuffing the give away bags prior to the safety fair.

New Animal Shelter

To familiarize committee members with the new animal shelter, a walk through of the facility has been arranged to coincide with the next Safety Committee meeting. Everyone is to meet at the shelter at 12:45 PM.

Grants

Reapply to CIS for 2013 Primary wellness Grant: Phase 1 has been completed and \$500 received.

- Andy and Karen to submit phase 2 application by May 15 2013

3 yr RM Grant from CIS expires June 2013; \$3035 grant funds remaining

- o *Library floor mat & Ergo Mouse pad request – order pending*
- o *Operations lab mats- Received – invoices paid – reimbursement pending*

Suggested that balance of grant funds be used toward fixing closures on the City Hall fire door on the first floor document/mail room. Fire doors are required to remain closed. Clinton is looking into magnetic door holders, which will release in a fire situation and meet the fire marshal requirements. These closures are also available in a wireless format. Adrian at CIS feels this is an appropriate use of the grant funding.

Andy suggested marking the pathway of the door to allow visitors to recognize the door.

Training

Lori will contact Captain Chris Bolek to confirm a date/time for the Personal Safety lunch and learn.

Karen, Pam and Bobbie plan to meet and schedule the following City Hall Training:

- First Aid
- Bloodborne Pathogens
- Evacuation (required to do training and regular evacuation drills annually)
- MSDS
- Portable and Fixed Fire Extinguisher (practical practice and use)

Dawn indicated Department Heads would like to see two 2-hour sessions so half of the employees can be in training at each session, and would like an outline of what will be covered.

Karen indicated that Planning and Building staff who go out into the field should have general

- PPE
- Confined Space Training.

Discussion followed regarding the benefits and options of trainers, either in house or hired trainers. The Fire Department has personnel who are qualified to do most training. Karen will work with NFD to get some dates set up and search for trainer or approp. videos for the PPE and confined space training.

ITEMS FROM DEPARTMENTS

Heat registers at NFD Stn. 20 – Pending resolution w Facility Maintenance.

Broken hand rail and buckets over head at Library – Pending resolution w Facility Maintenance and is on the short list to get completed as soon as possible. Also looking at getting a new elevator, date TBD.

ADJOURNMENT

The next meeting will be held May 1, 2013, with Bobbie hosting lunch.

Respectfully submitted,

Mary Newell
Recording Secretary
Newberg Safety Committee

DRAFT
Safety Committee Minutes
Wednesday, March 13, 2013
Public Safety Building

MEMBERS PRESENT: Karen Tarmichael, Chairperson; Lori Bevier-Lauder, Andy Willette, Bobbie Morgan, Pam Young, Dawn Wilson, Nathan Anderson, and Mary Newell.

Call to Order: Chairman Tarmichael called the meeting to order at 12:43 PM

Motion: Bevier-Lauder/Tarmichael to approve the February minutes as written. Motion passed. Minutes will be placed on file.

Inspections:

1st Quarter Jan – March 2013

- Animal Shelter and PW Yard (completed by Nathan & Lori)
- Wastewater Treatment and Water Plants (completed by Karen and Dawn)
- Library and Annex Building (To be scheduled by Mary & Andy)
- City Hall, Archive Building and PSB (completed by Bobbie and Pam)
- NFT (Alex Haven)
- Pump Stations/Reservoirs (completed by Operations staff)

The new Animal Shelter will need an inspection next quarter. Karen advised that the non-load bearing ledges cannot carry weight. When conducting an inspection, please make sure to look at the ledges. She said that the ledges are straight drywall and not intended for any type of load per building inspector. Dawn suggested that some signage or something be installed to ensure the ledges are not used for storage.

Pam said Wayne mentioned that door into the mailroom which is propped open was supposed to be a fire door and was supposed to be closed. Consensus to have the Fire Marshall check the door to confirm. If so, consider installing a window for visibility for persons entering/exiting through the door.

Business:

OSHA Training – OSHA still to issue April-June training sites. Spring calendar is not out yet but a couple people have expressed interest in taking some courses. Karen advised that CIS not doing any training in our area, but CIS does have some training on-line. Karen will send out the link. Noted that there is no cost for CIS on line training.

Safety Manual Review: Final edition is due for distribution. Karen busy converting documents so can open.

Springs & Pumpstations:

Request from PWM, NFD, Dispatch for proper addresses for Pump stations. Karen will send Committee would like a tour since these areas are vitied by staff sometime in June or July.

Safety Wellness Fair: Discussion.

Theme: "Take a Break"

Date: May 8th, PSB, 11-1:30

Karen Sent email request to Clinton to help set up again this year. He has been a great help in years past. Don't have to purchase giveaways, pre-purchased last year. Will need to stuff give away bags.

Karen has list of all vendors, plus additional suggestions. Bobbi will mail out the notices; and Andy and Pam will collect/compile the responses when received by the City. Hoping for responses by April 12th. If low response, will start making phone calls/emails but not usually the case.

Dawn will do flyers to post at worksites and frequent "save the date" emails to staff.

Lori and Nathan will coordinate decorating. Group is considering a fun team-oriented activity with mannequins to help with decorating and encourage competition. Will need wall signs for vendors. Nathan will arrange and pick up balloons.

IT will need to get guest passes for some vendors. Once we have rsvp from vendors those that request guest wif we will give list to IT.

Mary and Pam will do the shopping. Plan on set up at 10:00 AM.

Grants:

Reapply to CIS for 2013 Primary wellness Grant: Phase 1 has been completed and \$500 received.

- o Andy and Karen to submit phase 2 & 3 application by May 15 2012

Andy and Karen Actively Working on Phase II of the grant.

Reapp3 yr RM Grant from CIS expires June 2013 – Remind depts. to apply for Risk reducing uses approximately \$3035

- o Dispatchers ergo chairs received- reimbursement received
- o Library floor mat & Ergo Mouse pad request – order pending
- o Operations lab mats- Received – invoices pending

Nathan noted no suggestions from Maintenance for RM grant.

Self Defense/Personal Safety lunch & learn – Lori talked with Captain Chris Bolek yesterday. A May date has been set for the Library training, with the possibility of a July date for the rest of the city employees. Location still to be identified.

City Hall Training – Karen, Pam & Bobbie are to schedule/organize. All types of online training but costs are associated; some are spendy. Dawn will ask discuss with department heads how they would like to coordinate the training in City Hall – ie as a whole building, by dept, by dvd in person (note some topics require hands on and attendance will be required – fire extinguisher's practice, evacuation drill etc).

Items from Departments:

Heat registers at NFD st 20 – Pending resolution w Facility Maint. Looking at commercial grade registers.

Wax on floors at NPD – Pending resolution w Facility Maint.

Broken hand rail and buckets over head at Library – Pending resolution w Facility Maint.

Lunch coordinators: April: Nathan May: Bobbie

Incident Reports:

Building/Planning Building – Slip/Trip/Fall - Slipped and rolled onto the ground, injury to fingers, wrist, and thighs. Person was wearing vest and hard hats. Employee states "Walking in too much of a hurry. Should have walked slower and been more careful and cautious at worksites." Committee agrees with staff recommendation.

By consensus, decision to continue monthly WELCOA Newsletter subscription. Dawn said she recalled quite a lot of objection lasttime the newsletter was discontinued. It is popular and in the budget.

Meeting adjourned at 1:40 PM.

Respectfully submitted, Mary Newell

DRAFT
Safety Committee Meeting Minutes
12:30 pm, Wednesday, Feb 6, 2013
Downtown Station 20

MEMBERS PRESENT: Karen Tarmichael, Dawn Wilson, Lori Biever-Lauder, Pam Young, Nathan Anderson, Bobbie Morgan, Mary Newell and Andy Willette.

Call to Order: Karen called the meeting to order at 12:47 PM.

Motion: Willette/Young to approve minutes as corrected. Motion carried.

Introduction: Karen introduced new HR Manager, Dawn Wilson, to the Safety Committee as Admin Representative. Karen will help Dawn and Bobbie get scheduled for a OSHA required Safety Committee course.

When received, Karen will distribute an electronic version of the Spring OSHA course schedule for members who might want to take advantage of some of the courses.

INSPECTIONS: Committee members urged to schedule and complete their assigned inspections

1st Quarter Jan – March 2013 Schedule:

Animal Shelter and P.W. Yard – Nathan & Lori
Wastewater Treatment and Water plants – Karen & Dawn
Library and Annex Bldg – Mary & Andy
City Hall, Archive Bldg, PSB – Bobbie & Pam
NFD – Alex Haven
Pump Stations/Reservoirs – Operations Staff

Note: 2012 Inspections are being scanned into Intranet Safety Folder for reference when conducting subsequent quarterly inspections.

BUSINESS:

Safety Manual Review: The City Manager has approved the Safety Manual. It will be distributed to all divisions, both in hard copy and electronically. Each Division manager is responsible to have employees sign an acknowledgment sheet that they have reviewed the new manual. The review requirement extends to include volunteers, interns and new Animal Shelter staff volunteers. Acknowledgments will be forwarded to Human Resources for inclusion in their respective personnel files.

Safety Committee members are encouraged to check that the updated copies printed and stored on site in their depts.

Safety Wellness Fair: Scheduled for May 8th, at the PSB, between the hours of 11 AM and 1:30 PM. Need volunteer to coordinate this event. Safety Fair will be celebrated in conjunction with OSHA Take a Break campaign, which is occurring in the same week. Committee members are encouraged to bring forward new, interesting vendors who may want to participate. Wellness piece of the Safety Fair helps us qualify for the wellness grant. Planning at March meeting.

Required OSHA Notice Postings:

OSHA 300 Injury forms – must be posted in each department

OSHA fines up to \$250 each site for failure to post

Posters have been provided to each department; please ensure they have been posted.

Fines can be placed on City when accidents are not reported to HR. Injuries need to be reported.

Grants:

Reapply to CIS for 2013 Primary wellness Grant: Phase 1 has been completed and \$500 has been received. Andy and Karen to submit phase 2 & 3 application by May 15, 2012, though Phase 3 may be a longshot due to requirements.

3-year RM Grant from CIS expires June 2013 – Remind depts. to apply for Risk reducing uses approximately \$3035 – grant funds. Must be used to mitigate risk, reduces injuries and improves safety.

- *Dispatchers ergo chairs received. Chairs have been in constant use since delivery.*
- *Library floor mat & Ergo Mouse pad request. Unsure if order has been placed.*
- *Operations lab mats- ordered*

Self Defense/Personal Safety lunch & learn – Lori is coordinating with the Newberg-Dundee Police Department for an approximately 20-minute presentation. Safety Committee will provide the lunch. Lori is putting one on at the Library and one at the PSB for all other City personnel.

City Hall Training – Karen, Pam & Bobbie meeting in March to organize annual staff training. Basic OSHA training has not been presented since Finance moved to City Hall. Won't be difficult, but need to discuss whether to do training by individual departments or all departments at one time.

Open Items from Departments:

Heat registers at NFD St 20 – Pending resolution with Facility Maintenance.

Wax on floors at NPD – Pending resolution with Facility Maintenance.

Broken hand rail and buckets overhead at Library – Pending resolution with Facility Maintenance.

GOSH Award Luncheon: March 6th 2013 (11:15 am arrival) Portland Convention Center. Carpool from St 20 @10 am.

Lunch coordinators: March: Lori

April: Nathan

May: Bobbie

Incident Reports:

Fire Department –Hand truck rebounded and thumb injured. Andy explained how accident occurred. Laceration and stitches, but resulted with infection, resulting in a time off injury. Recommendation by Fire Safety Committee – “request help when available for lifting and shifting loads on handtrucks”. One suggestion from this committee to add work gloves
SAFETY COMMITTEE: Defers to NFD recommendations and training plans.

Public Works Maintenance - Lower Back Strain at Public Works Maintenance while coming down off a ladder. Recommendation: Maintain 3 point contact when using stairs and ladders. Avoid use of hand held devices when Climbing and Descending.

N.Anderson excused from meeting.

Public Works Maintenance – Cutoff saw jammed and kicked up into employee face. After discussion of the detail of the injury, Committee recommends

- Use of Face Shields by non emerg. Staff in accordance w OSHA Recommendations
- Reminder to staff that guards and Hazard assessments are required by OSHA and city policy.
- PPE Recommendations: Manufacture recommendations “rule” only when stricter than OSHA. Current OSHA regs. state “Face shields recommended”.
- Safety Committee can assist in purchase of some face shields for departments without. *(emergency services have different OSHA regs for facesheilds during emergency responses)*
- Recommendation city-wide additional training because saws are not used often and tasks vary. Andy & Karen will work on finding a training (NFD & OPS would be interested also.)
- OSHA requires City perform formal investigations of accidents with written reports, statements photos when necessary. (report not received.) This is also City Policy and the approved procedures are in City Safety Manual.
- Staff needs to be reminded to keep injured employee on site and call 9-1-1 for help. Potential for passing out, going into shock etc outweighs the urge to run or drive to help.

Committee voted to send recommendation to Assit. CM that a policy should be issued stating that when faced with differing Manufacturer and OSHA/NIOSH standards application, PPE or any other hazard – the stricter of the recommendations shall be used by City Personnel.

There being no further business, the meeting adjourned at 2:02 pm.

Respectfully submitted,
Mary Newell, Secretary
Newberg Safety Committee