

Safety Committee Agenda
12:30 pm, Wednesday, Nov 6, 2013

MEMBERS PRESENT:

Call to Order:

Inspections:

4th Quarter July - Sept 2013

Animal Shelter, P.W. Yard – Karen & Lori
Wastewater Treatment and Water plants – Mary & Bobbie
Library and Annex – Pam & Nathan
City Hall, Archive Bldg, PSB – Dawn & Andy
NFD 20 & 21 Alex Haven
Pump Stations – Operations Staff

Business:

New members need to plan to *attend the Dec 2013 meeting with you. They should also be taking the OSHA online new committee member training by April 2014. Proof of completion due to chair.*

**** OSHA rule all employees must have documented training on the new Global Hazard Communication system that replaced MSDS. Remind your supervisors.**

Grants:

CIS 2013 RISK Reduction Grant. Kevlar Lined Patrol Glove request has been submitted to CIS – approved. \$2520.00 for all patrol units to get gloves from 911 supply – NPD will purchase and provide documentation to chair.

Regular Committee Funding:

Equipment Request: Engineering Request for Power Spike Driver – Ergonomic
Nice letter from Engineering saying what an improvement this new tool is – 5x faster no bending over driving railroad spikes and the damage to asphalt is greatly reduced as well.

Massage sessions are complete. @15 employees missed opportunity. We can schedule 27 person make up dates. Total spent so far is 700.00 Budget is 1000 for this activity.

Fair Supply Ordering Status : Bobbie Sept-Dec 2013

Summary of Decisions made:

- Committee sponsored speakers / Lunches
 - Topics will be Stress, Core Strength, Power Food and Financial
 - First date is Jan 28th at noon with Fiduciary advisor Mike Patterson – need location, coordinator for food
 - Have a contact for Stress lunch n learn for Feb – need someone to coordinate
 - March – Need core strength/physical therapy or other speaker – need someone to coordinate
- Flu Shot Clinic – We have a contact for November – need employees to respond to survey sent asap. Blue Cross insured only – proof of insurance needs to be brought – full pt and volunteers all welcome if they have blue cross coverage. Need FIRM head count.
- Will ask Jessica Nunley if committee may sponsor a prize for commuter challenge – for walkers and bikers
These first 3 items will be presented for the CIS Wellness Grant along with ongoing Chair Massages
- Will plan 2014 Safety Fair w OSHA Take a Break again in May 2014
This item will be a planning item for committee and will be presented for separate Wellness Fair Grant via CIS

Incident Reviews:

Items from Departments:

Next Meeting Dec 4 at Dundee Bistro arrive at 1140

Safety Committee Agenda

12:30 pm, Wednesday, Oct 2, 2013

MEMBERS PRESENT:

Call to Order:

Inspections:

3rd Quarter July - Sept 2013

Animal Shelter, P.W. Yard – Karen & Lori
Wastewater Treatment and Water plants – Mary & Bobbie
Library and Annex – Pam & Nathan
City Hall, Archive Bldg, PSB – Dawn & Andy
NFD 20 & 21 Alex Haven
Pump Stations – Operations Staff

Business:

Those members who began service on committee Jan 2012 – speak to your Dept. Head about continuing or assigning your replacement. *This person needs to attend the Dec 2013 meeting with you.*

Grants:

CIS 2013 RISK Reduction Grant. We can submit our interest now with an outline of projects total \$5000.00
Kevlar Lined Patrol Glove request has been submitted to CIS – awaiting approval.

Regular Committee Funding:

Equipment Request: Engineering Request for Power Spike Driver – Ergonomic

City Hall Evacuation Drill: Set Date - Safety Committee

Massages: Coordinator: Dates Set

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.

Fair Supply Ordering Status : Bobbie Sept-Dec 2013

Summary of Decisions made:

- Committee sponsored speakers / Lunches – Dawn has found 1 speaker for 4 part series Jan-March
 - Topics will be Stress, Core Strength, Power Food and Financial
- Flu Shot Clinic – CIS has a contact for us to bring Flu Shots to City and then Committee to Promote other sources
- Will ask Jessica Nunley if committee may sponsor a prize for commuter challenge – for walkers and bikers
These first 3 items will be presented for the CIS Wellness Grant along with ongoing Chair Massages
- Will plan 2014 Safety Fair w OSHA Take a Break again in May 2014
This item will be a planning item for committee and will be presented for separate Wellness Fair Grant via CIS

Incident Reviews:

Items from Departments:

Heat registers at NFD st 20 – FIXED !!

New Signs at Operations – Driveway visibility – Landscaping cleared – sign On Order

Next Meeting NOV 6 1230pm

Lunch Nov Dawn

Dec Karen

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 Agenda

12:30 pm, Wednesday, Sept 4, 2013

MEMBERS PRESENT:

Call to Order:

Inspections:

3rd Quarter July - Sept 2013

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

Wastewater Treatment and Water plants – Andy & Lori (complete)

Library and Annex – Bobbie & Karen (Sept 11)

City Hall, Archive Bldg, PSB – Nathan & Dawn (complete)

NFD 20 & 21 Alex Haven

Pump Stations – Operations Staff

Business:

Those members who began service on committee Jan 2012 – speak to your Dept. Head about continuing or assigning your replacement. *This person needs to attend the Dec 2013 meeting with you.*

Grants:

CIS has issued a new RISK Reduction Grant. We can submit our interest now with an outline of projects total \$5000.00 NPD has already requested Kevlar Lined Patrol gloves to prevent Needle/sharps sticks.

This would be a perfect first request for Risk Reduction Grant

Discussion:

Wellness Grants: Andy and Karen to submit phase 2 application

City Hall Evacuation Drill:

Set Date - *Safety Committee will coordinate/NFD will assist.*

Massages: Coordinator: Lori Sept - Oct

Fair Supply Ordering: Bobbie Sept-Dec 2013

Budget:

- Set Budget for Wellness portion of budget \$2000 for 2013-14

Currently already in budget:

Monthly Wellness Magazines \$250.00

Grant for Chair Massages \$1000.00 (grant funded already - separate)

Wellness Safety Fair \$500.00 (grant funded already- separate)

Discuss

- Committee sponsored speakers / Lunches
- health screenings, vision, hearing, bp, vaccines combine w fair in May or hold second event (vaccines)
- incentive contests
- participating in OSHA May Take a Break again in 2014 / combine w wellness fair

***** Please send expense detailed ideas or requests by email to Committee chair***

Incident Reviews:

Items from Departments:

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

Broken hand rail at Library – Completed

New Signs at Operations – Driveway visibility – Landscaping cleared – sign On Order

Next Meeting Oct 2nd 1230pm

Lunch Mary – September

Safety Committee Agenda
12:30 pm, Wednesday, August 7, 2013

MEMBERS PRESENT:

Call to Order:

Inspections:

3rd Quarter July - Sept 2013

Animal Shelter, P.W. Yard – Mary & Andy
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:

CIS has issued a new RISK Reduction Grant. We can submit our interest now with an outline of projects.
NPD has already requested Kevlar Lined Patrol gloves to prevent Needle/sharps sticks.
This would be a perfect first request for Risk Reduction Grant
Discussion:

Wellness Grants: Andy and Karen to submit phase 2 & 3 application

City Hall Evacuation Drill:

Set Date - *Safety Committee will coordinate/NFD will assist.*

Massages: Coordinator: Lori Sept - Oct

Air Supply Ordering: Bobbie Sept-Dec 2013

Budget:

- Review Survey Monkey of employee wellness interests.
- Set Budget for Wellness portion of budget \$2000 for 2013-14

Currently in budget:

Monthly Wellness Magazines \$250.00

Grant funded activities:

Grant for Chair Massages \$1000.00

Wellness Safety Fair \$500.00

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

Incident Reviews:

Items from Departments:

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

Broken hand rail at Library – Pending resolution w Facility Maint.

Jew Signs at Operations – Driveway visibility

Next Meeting Sept 4th 1230pm Lunch Mary – September Oct: _____ Nov: _____ Dec: Karen

Safety Committee Agenda
12:30 pm, Wednesday, May 1, 2013

MEMBERS PRESENT:

Call to Order:

Inspections:

2nd Quarter April – June 2013

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 Break": May 8th PSB 11-1:30 set up at 10am (please plan on a few hours)

Status: Room Set up, Reminders to employees, Pizza Contest, Food, gift bags, balloons, pictures, signs, dummy, Raffle tickets and jar/basket - other

Grants:

- Andy and Karen to submit phase 2 & 3 application by May 31st 2012
- 3 yr RM Grant from CIS expires June 2013 – all 10K of grant used in 36 months.
 - *Library floor mat & Ergo Mouse pad request – a few items waiting for invoice*
 - *City Hall Fire Door Openers – Approved Clinton is ordering & knows deadline is May 24 for invoice and payment or cannot get \$\$ from grant.*

Status Self Defense/Personal Safety lunch & learn – Lori – postpone to autumn ?

Massages – Still set for June ? Do we wish to proceed.

Training –

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

- First Aid Policy (safety Manual) & Blood borne Pathogens
- MSDS Overview w New Global Regs & Fire Extinguisher (practical practice & use)
- Then later in summer a surprise evacuation drill will be done – safety & NFD committee will assist.

Terry Mahr is going to conduct two sessions of

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

**** City Manager wants all trainings completed in next 90 days.**

Code 4 Training Opportunity: Discussion tuition

Items from Departments:

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

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

New Signs at Operations – Driveway visibility

Lunch coordinators: June: Karen July: ___ Aug: ___ Sept: ___

JUNE MEETING AT NEW ANIMAL SHELTER – TOUR and 1st Inspection. 1245pm

Safety Committee Agenda
12:30 pm, Wednesday, ~~March 13~~, 2013

April 3

MEMBERS PRESENT:

Call to Order:

Inspections:

1st Quarter Jan – March 2013

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

2nd Quarter April – June 2013

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

Status: Letters to Vendors, Save the Date & Posters to employees Incentives& contests | Food Other

Animal Shelter Walk Through:

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
- 3 yr RM Grant from CIS expires June 2013 – Remind depts. to apply for Risk reducing uses approximately \$3035
 - o *Library floor mat & Ergo Mouse pad request – order pending*
 - o *Operations lab mats- Received – invoices paid – reimbursement pending*

Status Self Defense/Personal Safety lunch & learn – Lori

City Hall Training – Karen Pam & Bobbie to schedule/organize:

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

In addition those from Planning and Building that go out into the field are required to have

- PPE
- Confined Space training.

Items from Departments:

Heat registers at NFD st 20 – 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

June:

July:

Safety Committee Agenda
12:30 pm, Wednesday, March 13, 2013

MEMBERS PRESENT:

Call to Order:

Inspections:

1st Quarter Jan – March 2013

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

OSHA Training – OSHA still to issue April-June training sites.

Safety Manual Review – due to distribute this month to all staff.

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

Signups: Incentives & contests | Food | Vendor Letters | Decor | Set Up & Take Down

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
- 3 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*

Status Self Defense/Personal Safety lunch & learn – Lori

City Hall Training – Karen Pam & Bobbie to schedule/organize

Items from Departments:

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

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: February: Pam

March: Lori

April: Nathan

May: Bobbie

Incident Reports:

Building – Slip/Trip/Fall