

**Safety Oversight
Committee**

*“For a great year, put
safety in high gear!”*

Chair - Holly Jensen
Safety/Loss Control Officer
Human Resources

Larry Judd
CEA

Ken Carr
CEA

Michael Weyand
Detention and Enforcement

Wet Thomas
CEA

Erin Hernandez
Public Works

Nenad Mirkovic
CEA

Tony Guerrero
Leisure Services

Sandy Kirkwood
Fire Services

Dennis Baham
CEA

Debbie Austin
Safety Officer - Field
Operations

Lori Giessinger
CEA

Scott Ball
Off Site Inspection and
Testing - Public Works

Ellery Tiongson
Safety Officer - Public
Works

Connie Strauser
Latiesha McDaniels
Safety/Liability - Human
Resources

February 12, 2008
9:00 A.M.
TEM Conference Room
2900 Ronemus Drive

Holly Jensen, Chair called the meeting to order at approximately 9:00 A.M. Those in attendance were:

Nenad Mirkovic	Sandy Kirkwood	Lori Giessinger
Connie Strauser	Scott Ball	Larry Judd
Tony Guerrero	Latiesha McDaniels	Wet Thomas
Ellery Tiongson	Dennis Baham	

Excused: Ken Carr, Michael Weyand, Erin Hernandez, Debbie Austin

The Oversight Committee Chair made a motion to approve the January 15, 2008 meeting minutes. Minutes were approved by voice vote.

REPORT FROM DRIVER SAFETY SUBCOMMITTEE:

- During the period of February 1 to February 29, 2008 there were 14 vehicle/equipment accidents. Six were preventable and the drivers will be required to attend the Remedial Driver Training Course.
- Of the 6 non-preventable vehicular accidents, 1 work damage/stolen and/or vandalism claim was submitted.

REPORT FROM EMPLOYEE ACCIDENT/INJURY SUBCOMMITTEE:

- The Subcommittee reviewed 15 incident reports filed by employees that sought no medical treatment.
- The Subcommittee reviewed 12 incident reports filed by employees who did seek medical treatment.
- The reports were received from the following departments:

Building & Safety – 1
City Attorney – 0
City Clerks Office – 0
City Manager's Office – 0
Detention & Enforcement – 2
Field Operations – 4
Finance & Business Services – 0
Fire & Rescue – 5
Human Resources – 1
Information Technologies – 0
Leisure Services – 2
Municipal Court – 0
Neighborhood Services – 0
Office of Business Development – 0
Planning & Development – 0
Public Works – 0

Injuries sustained for these incidents were due to:

Burn - 0
Combative Inmate -
Dermatitis - 0
Foreign Body - 2
Fumes/Odors - 0
Heat Exhaustion - 0
Heart/Lung - 0
Hearing Loss - 0
Infectious Control - 0
Lifting - 3
Motor Vehicle Accidents – 1
Pulling/Twisting – 1
Repetitive Motion - 2
Slip/Trip/Fall – 2
Struck By – 3
Other – 1

OLD BUSINESS:

- ✚ D & E is updating their emergency action plan and contact information. Mike Weyand will provide a copy to the Safety/Loss Control Officer when completed. Plan is being revised and will be completed January 08. Mike submitted to management for review and approval. This item is on-going.
- ✚ Leisure Services personnel is requesting 15 passenger van safety training. The Safety Loss Control Officer will coordinate training through our Deputy City Marshals Roger Woder and Richard Bradley who currently conduct the new Remedial Driver Training Course. Training course is almost completed and should be conducted in March.
- ✚ D & E requested the Safety Oversight Committee review the City Manager's directive regarding vehicles in parks. Following suggestions were made regarding a safety policy for driving City vehicles in Parks:
 - Provide a spotter; work in pairs.
 - Provide vehicles with radar or other motion devices that detect objects in front and back of vehicles.
 - Perform a walk around inspection prior to entering (see Safety Policy Procedure #00-1) and look under the vehicle.
 - Create a policy prohibiting computer use while driving.
 - Provide a heads up display to receive computer information on the windshield.
 - Conduct training regarding spotters; backing and parking scenarios; how to eliminate distractions.

The Safety Loss Control Officer will bring these suggestions to the EPSCC committee for review on September 24th and forward to Detention and City Manager's Office. Public Works, Detention, CMO and Field Operations will be meeting in December to discuss the policy in length. Oversight Committee will be updated accordingly. A meeting was held with CMO representative, Field Operations, Public Works, Insurance Services and Detention to discuss the policy. Revisions were offered to the City Manager's Office for review. Policy should be finalized January 31, 2008 and will be distributed to all affected personnel. Item Completed.

- ✚ A committee member requested that EPSCC members be invited to attend the next Safety Oversight Committee meeting. The Safety Loss Control Officer will extend the invitation when she meets with the committee on September 24th. Rather than meet with EPSCC because it deals with security issues rather than safety issues, the Executive Safety Committee will be revitalized and reformed. Their next scheduled meeting is scheduled for January 2008 and the Safety/Loss Control Officer will act as liaison between the two committees to communicate safety concerns. The Executive Safety Committee is scheduled to meet February 22, 2008.
- ✚ CDL drivers that are involved in a vehicular accident must submit to a drug/alcohol test per Federal Commercial Driver's License requirements. TEM will be retrained as to the requirements. Connie Strauser will coordinate a training date with TEM in March 2008.
- ✚ Laptop computers located in the Deputy City Marshal vehicles will be scheduled for a retrofit similar to Metro's installation. This item is on-going and will remain in the minutes until completed. Two vehicles have been completed so far and will be completed in approximately 12 weeks. Monitors no longer obstruct the driver's view. The Safety Loss Control Officer met with D & E Deputy City Marshals to brief all on the state of the art installation changes that are forthcoming.
- ✚ A committee member suggested glass and/or alcohol be prohibited in all City Parks. A subcommittee will be formed to investigate the possibilities and forwarded to the Executive Safety Committee in January 2008. Next meeting is scheduled for January 18, 2008. Dan Still, City Attorney attended the meeting and recommended we get Department Director support in D & E, Field Operations, Leisure and Human Resources. A packet of supporting documentation will be forwarded to the Directors. A meeting will be scheduled with the Directors to gain their support, brief the City Manager's Office and the City Council.
- ✚ The 2008 annual Safety and Health Fair has been scheduled for March 27, 2007 at the East Las Vegas Senior Citizen Center at Stewart and Eastern. Safety Committee representatives will be planning and assisting with the preparations.

The committee unanimously agreed for a "Go Green for Sustainability" theme this year and will begin working toward a successful fair with even more employee participation. More to come.

- ✚ Ken Carr arranged to have the Southern Nevada Health District provide training to the Safety Oversight Committee regarding the hazards associated with MRSA exposure. He will also be scheduling training for Municipal Court personnel at the end of January. Ken will update the committee at the next scheduled meeting.
- ✚ The Safety/Loss Control Officer requested the CEA and Oversight Committee work together to draft a disciplinary policy regarding preventable accidents so discipline will be consistent throughout all departments within the City. Once the draft is completed, HR will work with the other three unions for implementation. Meeting is scheduled for Thursday, January 10, 2008. After meeting with the CEA and other subcommittee members, it was decided that many of the line Supervisors were not familiar with Article 12 and 13 of the CEA contract disciplinary actions. This item will be forwarded to the Executive Safety Committee at the next scheduled quarterly meeting.
- ✚ A committee member had a mold concern at DSC, Planning Department due to recent water damage. Safety Loss Control Officer will contact an environmental consultant to verify. Monitoring has been conducted and a written report of findings will follow. Once received, the report will be distributed to all affected personnel. Received and distributed. The report indicated there was not a mold problem. Item Completed.
- ✚ Leisure Services is working with D & E to develop various emergency response guidelines for all their facilities. During their last meeting they drafted an SIP/Lockdown outline to responding to special events, created an incident event checklist and Marshal Notification form.
- ✚ D & E is working on pandemic flu procedures, increasing the number of disaster drills and a hand washing campaign. More to come.

New Business:

- The Safety Loss Control Officer will update Safety Policy/Procedure #95-1 Use of Cellular and Car Phones to include computers since Fire, D & E, OIT and Streets and Sanitation vehicles are now equipped with laptop computers and will forward to the Oversight Committee for review.
- CDL certifiers are now required to maintain a training log. The log has been created and will immediately be implemented.
- Tony Guerrero will e-mail a safety gram to Leisure Services personnel regarding Epi-pens. City employees will not be administering the medication due to liability concerns.

- Shelter in place drills are being conducted monthly at Leisure Services facilities.
- Fleet and Transportation Services are working with the Altec boom truck manufacturer regarding modifications to three boom trucks.
- The City may be using a new type of traffic signal mounted to the light pole approximately 7 feet above the ground.
- EVOLVE personnel have safety issues and they will be addressed by the Neighborhood Services safety committee for resolution. If not resolved, they will be elevated to the Oversight Committee for resolution.
- A handle on the new paint truck (striper) may create a hand hazard. To Ellery Tiongson for action.
- WPCF personnel have elevated a water safety concern to the Oversight Committee. It appears there is a possibility for cross contamination between potable and nonpotable water lines and they are requesting the City continue to provide Sparkletts water. The committee unanimously agreed.

NOTE: The Safety Oversight Committee normally meets on the third Tuesday of every month. The next Safety Oversight Committee meeting is Tuesday, March 18, 2008 at 9:00 a.m. at the Human Resources, 1st Floor Conference Room – City Hall.

The Driver Safety and Employee Accident/Injury Subcommittee normally meets on the first Monday of every month. The next Driver Safety and Employee Accident/Injury Subcommittees will meet on Monday, March 3, 2008 at 1:30 P.M. at Insurance Services, 1st Floor of City Hall.

Connie Strauser will host the March 18, 2008 meeting at HR – 1st Floor Conference Room – City Hall.