

**Safety Oversight
Committee**

*"Green today.....here
tomorrow."*

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
Mandee Bowler
Safety/Liability - Human
Resources

March 18, 2008

9:00 A.M.

HR Conference Room - 1st Floor City Hall

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	Ken Carr
Michael Weyand	Erin Hernandez	Debbie Austin

Excused: Scott Ball, Ellery Tiongson

The Oversight Committee Chair made a motion to approve the February 19, 2008 meeting minutes. Minutes were approved by voice vote.

REPORT FROM DRIVER SAFETY SUBCOMMITTEE:

- During the period of March 1 to March 31, 2008 there were 23 vehicle/equipment accidents. Nine were preventable and the drivers will be required to attend the Remedial Driver Training Course.
- Of the 14 non-preventable vehicular accidents, five were attributed to work damage/stolen and/or vandalism.

REPORT FROM EMPLOYEE ACCIDENT/INJURY SUBCOMMITTEE:

- The Subcommittee reviewed 15 incident reports filed by employees that sought no medical treatment.
- The Subcommittee reviewed 17 incident reports filed by employees who did seek medical treatment. One claim was denied.
- The reports were received from the following departments:

Building & Safety – 0
City Attorney – 0
City Clerks Office – 0
City Manager's Office – 1
Detention & Enforcement – 4
Field Operations – 2
Finance & Business Services – 0
Fire & Rescue – 4
Human Resources – 0
Information Technologies – 0
Leisure Services – 3
Municipal Court – 0
Neighborhood Services – 1
Office of Business Development – 0
Planning & Development – 0
Public Works – 2

Injuries sustained for these incidents were due to:

Burn – 0
Combative Inmate – 2
Dermatitis – 0
Foreign Body – 0
Fumes/Odors – 0
Heat Exhaustion – 0
Heart/Lung – 0
Hearing Loss – 0
Infectious Control – 1
Lifting – 2
Motor Vehicle Accidents – 0
Pulling/Twisting – 4
Repetitive Motion – 1
Slip/Trip/Fall – 4
Struck By – 3
Other – 0

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 April 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 May.
- ✚ 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 May 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 remainder 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. Item Completed.

- ✚ A committee member suggested glass and/or alcohol be prohibited in all City Parks. A subcommittee was formed to investigate the possibilities and forward information to the Executive Safety Committee. A meeting was 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 Services 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. Item Completed.
- ✚ 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 May 2008.
- ✚ The Safety/Loss Control Officer requested the CEA and Oversight Committee work together to draft a proposed disciplinary policy regarding preventable accidents to be presented to the Executive Safety Committee. The Human Resource Director has agreed to attend a Safety Oversight Committee meeting to address this issue.
- ✚ 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. Item Completed.
- ✚ 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. Item Completed.
- ✚ 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. Item Completed.

- ✚ Shelter in place drills are being conducted monthly at Leisure Services facilities. Item Completed.
- ✚ Fleet and Transportation Services are working with the Altec boom truck manufacturer regarding modifications to three boom trucks. TEM to update the committee at the next meeting.
- ✚ The City may be using a new type of traffic signal mounted to the light pole approximately 7 feet above the ground. Specific safety procedures will be implemented prior to installation. Item Completed.
- ✚ 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. Item Completed.
- ✚ A handle on the new paint truck (striper) may create a hand hazard. To Ellery Tiongson for action. Item Completed.
- ✚ 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 and this measure is also supported by the Executive Safety Committee. Item Completed.

New Business:

- ✚ The Fire Safety Committee has implemented a safety procedure for sharpening axes. Sandy Kirkwood will forward the safety procedure to all committee members for review. Item Completed.
- ✚ The Emergency Procedures Flip Chart for City Hall has been distributed to all Safety Wardens. Many of the Wardens have completed the training. The Safety Loss Control Officer is working with Metro to complete their training. Access to the PowerPoint presentation can be found on the M drive/HR/Emergency Procedures Flip Chart.

NOTE: The Safety Oversight Committee normally meets on the third Tuesday of every month. The next Safety Oversight Committee meeting is Tuesday, April 15, 2008 at 9:00 a.m. at the Water Pollution Control Facility, 6005

East Vegas Valley Drive, Operations and Maintenance Building, Final Treatment Room.

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, April 7, 2008 at 1:30 P.M. at Insurance Services, 1st Floor of City Hall.

Debbie Austin will host the April 15, 2008 meeting at the WPCF.