



SAFETY TEAM

Service First > Safety Always!

Safety Team Meeting Minutes Park County, Montana December 19, 2018

Attendance:(Members present = X)

- X Steve Caldwell, Commissioner
- X Greg Coleman, Safety Coordinator/DES
- X Josh Pulst, Leavitt Great West
- X Ken MacInnes, Livingston Fire & Rescue Arrived 9:11 am
- X Julie Anderson, Health Dept. Director
- X Kelly Johnson, Maintenance
- X Bill Berg, Commissioner
- Jan, Buckner, Clerk & Recorder’s office absent due to location
- Martha Miller, Auditor for Angel Line Out holiday
- X Warren Newhouse, Refuse
- X Jill-Ann Ouellette, Human Resources
- Clint Tinsley, Commissioner meeting conflict
- Lt. Tom Totland, PCSO On LE calls
- X Clay Williams, Weed/Junk Vehicle last Safety Meeting!
- X Carol Withers, PCSO Civil office
- X Will Buniger, Road & Bridge
- X Frank Ryland, Youth Court office
- X MJ Bothman, Road
- X Emily Wood, Health Dept

- Guests:
- X Cid Morrison, Nursing Supervisor
 - X Brad Bichler, incoming Sheriff
 - X Scott Hamilton, outgoing Sheriff
 - X Clay Herbst, Undersheriff
 - X Paul Dowell, Refuse Truck Driver

Call to order: Greg called the meeting to order at 9:03 AM in the Conference room at the SAR building on chicken Creek Lane.

Public comment: Josh moved to approve the minutes. Carol seconded, vote passed all in favor.

Old Business

1. Action taken on Safety awareness items from previous months:

- a. No dogs in building policy: Steve stated this is still in attorney’s office at this time.
- b. Mental Health 1st Aid Training: Julie reported the training has not occurred yet due to trainer conflict. We are rescheduling for January 25th. Still open to

- input if folks want two four hour sessions or all 8 at once. Discussion ensued – will go with one full day and confirm 25th with trainer. Details to follow.
- c. Hazardous Waste Days: Warren gave update; he has not been over to Bozeman yet. They plan to have possible insert with the annual tag mailing in January. A full scale Hazardous Waste Days is too big to pull off for Earth Day. He plans to toss the baton to the Solid Waste Board thru Parks.
 - d. Reminder to DH that they are responsible for safety training of their staff. Bill feels we need to figure out what this looks like for the DH. Greg is working on the outline with the concept that when a new employee is hired each department would have a list of items to review and sign off.
 - e. Middle railing for the front entrance stairs – Greg sent a letter Parks for commissioner submission. Bill commented he saw this in action in the front foyer – that folks prefer to use hand rails.
 - f. Safety Fest idea integration – Greg reported that he would like to see us utilize concepts from the “Safe 4” brand. Josh thought we should give it a go.

2. 2018 Team Annual Goals –

- 1st - reducing risk of Slips, Trips and Falls. Jill will cover this during recent training portion of meeting.
- 2nd - Add a different type of evacuation drill - No progress on radio training. Greg stated we will have a drill on Bomb Threats and Suspicious items in the building.
- 3rd – Build more safety awareness in general with more safety training. Jill will cover under the training report.
- 4th- Integrate Health aspect of safety. Tobacco free signs are up. Julie will continue to work with Carol utilizing the bathroom signs. Julie wants to have Emily attend the meetings regularly. Health department is working on mental health reminders.

We will complete the goals through the following work:

- Focus on STFs through safety emails & Lessons Learned platforms
- Bathroom reminder signs – changed often
- Additional training short reminders
- Identify electrical issues in building
- Offer health related training and programs

Reports/Updates

Training: Greg asked if anyone went to any trainings since the last meeting. No additional training noted. Jill gave her report on all training since the last meeting. The High risk Depts are competing their own Safety shorts. More folks turned in their sign off sheet for the SLF video. Weekly reminders are doing very well.

Leavitt Great West: Josh wished everyone a happy holiday and to be cautious about automobile safety – having a plan in case you get stuck in bad weather.

Safety Reminders in bathrooms: Carol will replace signs this week.

Lesson Learned: – Jan was out. Jill reported our November theme was pushing and pulling injuries. The December lesson will be slips on ice.

Safety Coordinator report: Greg attended a training on Healthcare software

1 – Building Inspections – Greg hasn't made progress on the follow up. For the record here is the list of volunteers from previous meeting committed to green box site inspections:

Clay Williams will complete sites up the Shields Valley.

Bill Berg will complete sites in Gardiner and Carbella.

Martha will complete sites at Trail Creek and Deep Creek.

Chief MacInnes will complete site up Flesman Creek.

Steve Caldwell will complete site at Forest Service.

Greg will complete Chico Rd. site.

2- Drills and Exercises– discussed earlier.

3–County Safety Webpage Team sub-committee: Greg reported still in progress.

Human Resources:

A – **Accident report:** Jill reported two new accidents.

B- **Safety short** – Jill skimmed over the 12 Safety days of Christmas.

C –**Safety Short report** – Topics still circulating are *Distractions on the job* and *Cold Stress*.

D - **Accident investigation shorts/training:** none.

E - **Emelia's Corner:** emailed entire MACo newsletter with highlight "10 ways to reduce STF's" passed around for initials.

F - **Suggestion box:** No suggestions.

G - **JSA updates:** Have compactor operation coming up for Refuse next.

New Business

1. **Safety Audit on Aug 30th.** Greg does not have information gathered. Jill offered to get it.

Regular New business as time allows:

- a. **Safety team members to bring one first hand example of safety acts you saw and one safety issue that needs to be addressed – NEAR MISSES.....** Bill reported he saw employees adjust rugs three times since last meeting. He also observed our Safety Coordinator not answer his phone while driving. Cid brought up the topic of being a public building and Jan/Feb being high Flu

activity months. Is anyone washing the handrails, door knobs & latches, counter surfaces? Kelly will check with our contractor but is confident that isn't covered in the contract. Greg offered the sanitizer wipes the safety budget supplies for this reason. He encourages any office to stop by and keep their area as germ-free as possible.

- b. **Safety financial budget balance** – Greg reported on Martha's behalf. Still negative balance Jill stated that the MACo rebates are still in the works.
- c. **Annual Policy review:** Greg gave out the draft of the Bomb Threat Nov meeting. Any comments – none. Cid will review BBP policy and place it on the P drive before next meeting.
- d. Team Requests: None.

Team member reports: Jill had on OSHA News Release citing World Wrecking and Scrap Salvage Services In. Two lives lost for no vertical life lines, no regular site inspections, no adequate training not properly grounding electric motor – fined #23,280.00. That's sad. Two worker will never come home never have this Christmas, never see their families and the company pays \$23K. Other great article was on Bear Spray discharge at Amazon warehouse – an automatic machine punctured the spray and 80 workers were effected, 24 went to hospitals only one needed medical treatment. Be smart around spray. Warren reported that the compactor sites were going to get portable stairs to assist folks using the refuse boxes.

Commission reports: Steve didn't have any comments. Bill acknowledged Clay Williams for 36 years of service to the county. Jill added he is a model department head as evidenced by his annual employee training each season and near perfect accident rating.

Public Comment: None.

Next meeting: January 16, 2018 in the Community room at 9:00 am.

Adjournment: Bill moved to adjourn the meeting at 9:45 am in favor of everyone getting an opportunity to get a tour of the SAR Building. Warren seconded. Vote: all in favor.