

City of Hendersonville
Safety Team Meeting Minutes

February 12, 2021 8:30 am Back Break Room, City Ops

Present: Jacoby Rogers & Andrew Jones (WS), Brent Pope, Terry Smith & Jesse Anders (PW), Chris Conard (Eng), Rich Olsen & Landon McCraw (PD), Michael Ostrander & John Coffey (Fire), Lu Ann Welter (HR)

Absent: Chris Brewer & Adam Steurer, (WS), Greg Lamb (Fire), Robert Cantwell (PD)

1. Introductions

2. Review of 2021 incidents

- PW – Hose on leaf machine became unhooked and hit a car mirror
- WS – While in swampy ground, trackhoe stabilizer caused log to hit machine, breaking window
- WS – While opening a corporation valve, wrench unhooked causing employee to fall, straining back
- PD – Officer casing suspect through briars and vegetation received scratches (first aid)

3. Review of numbers for 2020 – Lu Ann reviewed the numbers of injuries and equipment/vehicle incidents during the past year.

4. Safety training videos - The Team watched two safety training videos, *The Difference Between Hazard and Risk* and *The Hierarchy of Safety Controls*. Lu Ann explained safety videos are now available on the HUB for employees to watch either as a group or individually.

5. Plans for 2021 – Lu Ann opened discussion on ways to get safety to be more into the mainstream of daily work. The goal being to have employees thinking about safety at all times. Below are some ideas to move that forward.

- Two monthly e-mails to bring safety to everyone's attention. The first is with the Team Topics that go out to supervisors at the first of each month. In addition to Service Excellence, there is now a safety topic to be reviewed by

supervisors with their employees. The second will be a mid-monthly safety bulletin with safety notes to go to all employees.

- Would like to have a monthly summary completed by supervisors to learn of the activities and training their employees are doing beyond what Lu Ann schedules.
- From these supervisor summaries, start an incentive system recognizing teams that go above and beyond in safety. One idea is to assign points for activities/trainings carried out making a competition among teams, either within a department or across the City. In discussion, there are several negative issues with this: some departments, like Police, move people from team to team often: within a team, there are different levels of required training: some teams are three people while others are twenty, etc. The “pageant” competition rating method was suggested. Supervisors submit a report noting safety criteria their group did in the month. A group of “judges”, perhaps quarterly, assigns a score or rating. From these, teams can be ranked or placed into categories such as gold, silver and bronze.
- *Ask MEE* will roll-out in March, hopefully.

6. **League Safety Grant** – Lu Ann said the League safety grants are coming up and asked for suggestions. They are for up to \$5000 with the City matching the \$5000.
7. **CPR & First Aid** – Lu Ann and Michael are working to make CPR and first aid classes available to all employees in the next year. Landon suggested the “Stop the Bleed” program also be offered.
8. **Next meeting** – The Team set the recurring meetings to be the third Thursday of the month at 8:00. Venues may change through the year. The next meeting will be March 18.