

**HEALTH & SAFETY COMMITTEE AGENDA  
FOR  
MARCH 8, 2011  
@ 9:00 AM**

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9:00 Call to Order/Attendance via sign-in sheet

9:05 Reading/approval of last meeting's minutes

9:10 Reports **(prepared by Robin Kemp)**

- a) Accident/Incident Reports
- b) Status of BWC Claims

Safety Manual Review & Update

- a. Reporting Forms
  - a. Sub-Committee –Dennis Smith
  - b. TABLED – until manual is complete but before the table of contents.
  - c. Review section for approval
- b. TABLE OF CONTENTS
  - a. Need a Sub-Committee to revise:
- c. **GOAL – COMPLETE MANUAL BEFORE WE LEAVE**
  - a. Is the manual in such form to submit to Commissioners' for approval?
    - i. If any final formatting needs completed, Anne Retcher will format prior to approval (if this is acceptable to the Committee)
  - b. Ultimate Goal is to complete the manual before we hit the 3 year mark.
    - i. Revisions for the Health & Safety Manual were started in July 9, 2008

Health Fair –2011

- Date: November 3, 2011
- Candy Scribner was to contact the hospital – Update from Candy

Jeans Day –

- Dates & Organizations for 2011:
  - **March 18, 2011 – Cancer Assistance**
    - Candy Scribner will contact Nancy Johnson - UPDATE
  - **July 1, 2011 – Camp Radical (F&CF)**
    - Anne Retcher will contact Michelle Egler - UPDATE
  - **September 2, 2011 – Lion's Club**
    - Candy Scribner will look for a contact person – (maybe Charlie Hinkle in Pioneer) - UPDATE
  - **November 4, 2011 – Cops with Kids**
    - Anne Retcher will contact Chief Arnold at Bryan PD – UPDATE

Black Swamp Safety Council Meetings/Luncheons:

- Membership is paid until June 30, 2011 (Fiscal Year)
- Review spreadsheet to see if we still want to attend said meetings – to be reviewed at March H&S Meeting.
  
- February 15, 2011 (Distracted Driving @ 11:50 a.m. ) Peg Buda, Health Dept –  
Back up: Kim Herman
  - Feedback from Ms. Buda in regards to meeting (Candy Scribner)

Need members to attend the following:

- March 15, 2011 (OSHA Overview @ 11:50 a.m.)
  - Discuss at March Meeting
- \*March 24, 2011 (Hazard Communication @ 9am-11:30a.m.)
  - Discuss at March Meeting
- April 19, 2011 (Awards Banquet @ 11:50 a.m.)
  - Discuss at March Meeting
- May 17, 2011 (Hearing Protection @ 11:50 a.m.)
  - Discuss at March Meeting
- \*June 16, 2011 (Legal Issues & Safety: Your rights and Responsibilities @ 11:50 a.m.)
  - Discuss at March Meeting
- June 21, 2011 (Panel Discussion @ 12:00 a.m.)
  - Discuss at March Meeting

\*Additional meetings we can attend.

WEBSITE:

County Happenings  
Ideas on what to post

9:50 Discussion:

Date & Time of Next Meeting – TUESDAY, March 8, 2011 @ 9:00 a.m.

10:00 Adjourn