

**HEALTH & SAFETY COMMITTEE AGENDA  
FOR  
June 14, 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

Introduce Robin Kemp to Health & Safety Committee

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

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

**Safety Manuel Review & Update**

- a) Dayna has reviewed the Manuel and has some changes/concerns to review prior to approval.
  - a. Waiting to hear from Dayna – would like her to be present in meeting to address the changes.

**Health Fair –2011**

- Date: November 3, 2011 – 6:30 a.m. – 9:00 a.m.
- Update from Candy

**Jeans Day –**

- Dates & Organizations for 2011:
  - **July 1, 2011 – Compassion Clinic**
    - Jan David is listed as a contact person
      - Who will contact her? Candy Scribner
      - Flyer is created, cut and delivered to Cindy
  - **September 2, 2011 – Lion's Club**
    - Candy Scribner spoke with Joann and she informed Candy that there is more than one Lion's Club in Williams County. If we do NW Ohio – Regional the money can be earmarked for Williams County.
    - UPDATE FROM CANDY
      - Candy is still waiting for a summary/information to be sent to her from the Lion's Club
  - **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)
- Will be receiving invoice soon – wanted to verify that everyone agrees to participate one more year? (101 – 500 employees \$105.00)

- Review spreadsheet to see if we still want to attend said meetings – to be reviewed at next H&S Meeting.

Need members to attend the following:

<b>June 16</b>	BSSC Quarterly Seminar (Room C200) 9:00am – 11:30am Topic – Legal Issues and Safety: Your Rights and Responsibilities, TBD
<b>June 21</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic – Black Swamp Safety Council Member - Panel Discussion
<b>July 19</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –
<b>August 16</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –
<b>September 23</b>	BSSC Monthly Safety Meeting (Voinovich Auditorium) 8:00am - 2:00 pm Topic – Safety & Health Day
<b>October 18</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –
<b>November 15</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic –
<b>December 13</b>	BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am Topic – Holiday Banquet

\*Additional meetings we can attend.

### Structure of Committee:

Decide how often you want to make the following changes: Annual, Bi-annual or Quarterly?

Need a Motion for Chair  
Need a Motion for Vice-Chair  
Need a Motion for Secretary

Date & Time of Next Meeting – TUESDAY, July 12, 2011 @ 9:00 a.m.

10:00 Adjourn