

**HEALTH & SAFETY COMMITTEE AGENDA
FOR
September 20, 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 Update

- How do we want to present the manual to all departments?
Asked Dayna if we had to provide a hardcopy of the manuals to each department. Her response was No, they just need to be available to your employees
- Do we want to redo all Binders or provide cds to each department?
- Patti Rockey checked on the Records Retention and it falls under the Commissioners Office – so we are covered in this regards.

Health Fair –2011

- Date: November 3, 2011 – 6:30 a.m. – 9:00 a.m.
- Update from Candy
- Need to put together deadline/timeline
- Flyers need prepared and sent out with paychecks in the next couple of weeks

Jeans Day –

- Dates & Organizations for 2011:
 - **September 2, 2011 – Lion's Club – Collected: \$75.00**
 - **November 4, 2011 – Cops with Kids**
 - Pay-check inserts have been created and will be in Paychecks on October 21, 2011.

Black Swamp Safety Council Meetings/Luncheons:

- Membership was paid on paid on June 22, 2011

Need members to attend the following:

- | | |
|---------------------|---|
| September 23 | BSSC Monthly Safety Meeting (Voinovich Auditorium) 8:00am - 2:00 pm
Topic – Knock, Knock. OSHA Calling! & Safety & Health Day
*Robin Attending |
| October 18 | BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am
Topic – BWC Update – Stephen Buehrer, Administrator/CEO, Ohio BWC |

November 15

BSSC Monthly Safety Luncheon (Voinovich Auditorium) 11:50am

Topic – Sleep Deprivation - Todd Davis

***Communication is interested in attending**

GOALS

Review Committee member list to help Jim and Dawn with who should be on this list.

Be sure you are brainstorming for your following committee:

FITNESS CHALLENGES

Jim Snively
Dawn Baldwin
Art Chupp
Candy Scribner

SCHEDULE TRAININGS

Kim Herman
Robin Kemp
Dennis Smith

PROMOTE WEBSITE

Anne Retcher
Alan Dietrich
Joan Miller

Other topics for discussion:

Date & Time of Next Meeting – **TUESDAY, October 18, 2011 @ 9:00 a.m.**
(Went with the 3rd week since we will be off on Monday of the 2nd week)

10:00 Adjourn