

REGULAR MEETING
WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE

June 1, 2010 @ 9:00 a.m.

The Williams County Health & Safety Committee met on June 1, 2010 in the Training Room of the Williams County Emergency Medical Services Building.

MEMBERS PRESENT

Anne Retcher, Commissioners
Susan Jackson, J&FS
Kim Shoup, Health Dept
Dennis Smith, Engineer
Alan Dietrich, Juvenile Probation
Jennifer Dietsch, Commissioners

Jeff Dick, OSU Ext
Jim Hicks, EMS
Patsy Mealer, Recorder
Dawn Baldwin, EMA/911
Art Chupp, Hillside
Kim Herman, Clerk of Courts

The Minutes from the prior meeting were reviewed, Jennifer Dietsch moved to accept the minutes as presented, Seconded by Susan Jackson and Accepted by everyone.

HEALTH MEETING

JEAN DAY

First Jeans day for 2010 will be July 2, 2010.

What organization would you like to donate these contributions to?

Jennifer Dietsch suggest the American Cancer Society. No one else had any suggestions

Jennifer Dietsch moved to donate the contributions received on Jeans Day on July 2, 2010 to the American Cancer Society of Williams County, Seconded by Jeff Dick and Accepted by everyone.

BLOOD DRIVE – GOAL of 25 People

Since Joan Miller was absent Jennifer Dietsch reported:

Goal: 25

Presented: 26

Deferrals: 5

QNS: 1

Total: 20

Thoughts for next year:

- Have the week or two after school is out. Was told from someone who attended, if it was two weeks later he could have pulled in his “teacher” friends.
- Look at the time of year we have the drive. Might work a little better for Engineer’s Office
- Maybe have a drive twice a year – in the summer and around Thanksgiving.

HEALTH FAIR

Anne Retcher - We need to start focusing on the Health Fair and getting everything ready. What is the first steps that were normally taken? Dawn Baldwin said that Candy Scribner did the majority of the contacting and that CEBCO made a presentation.

Melissa Bodey from CEBCO has already informed me that she would meet with our H&S Committee in regards to the Health Fair. I will contact Ms. Bodey and see if our July or August Meeting works best for her.

SAFETY MEETING

Jennifer Dietsch discussed the accident/incident reports.

7 reports for May – 2 new BWC, 1 CORSA Claim, 1 near Miss and 3 Senior incidents

- 1 – near miss – Employee opened drawer too far and the drawer fell on foot. Was investigated. Emp knew they opened the drawer too far. There should have been a stopper on the drawer.
- 1 - Employee fell through porch floor – home meal delivery. Back Sprain
- 3 – Seniors
 - 1 – Walker went out from underneath him
 - 1 – became unconscious
 - 1 – walker was hit by a backing car (car hit walker, walker hit senior)
- 1 – Hit vehicle – dump truck backed into a vehicle. Improper Backing. Claimed they backed up because there was not enough room for a semi to turn.
- 1 – Employee Shoulder Strain - was lifting a patient and did not ask for assistance

REMINDER: Incident Reports are to be reported to Supervisor by the end of their shift AND reported to the Commissioners' Office *WITHIN 24 HOURS!*

Training

Accident & Investigation Training has been completed.

- Forms for Accident Investigations: Jenn will present once we receive these forms so they can be approved by Committee.

No New Trainings are scheduled at this time. However, there is a lot to be implemented but nothing scheduled currently.

SAFETY MANUAL REVIEW & UPDATE

REMINDERS:

- Reporting Forms (Jenn & Dennis)
 - TABLED until manual is complete but before table of contents
 - List is almost complete, a list is being created.
 - The goal is to have everyone using the same forms including the incident reports, accident investigations, etc.
- First Aid Tab (Jim H. & Joan)
 - TABLED until July, 2010
 - Jim stated they are making headway but it is not completed

Jim Hicks asked if every building/office had First Aid Kits.

Patsy Mealer stated: When the Safety Committee first started First Aid Kits were given to every office. When they ran out of something they would contact Jerry Oxender. Jim Hicks said that helps give him some guideline. Patsy suggested we ask each department how well stocked their kits are.

Ergonomics

Jennifer Dietsch stated that we motioned to remove this tab, but after attending a training last month feels that this is something that needs to stay implemented in our Safety Manual. Also suggest that maybe we add this to the Building Inspection Checklist. Dawn Baldwin and Patsy Mealer both agreed that should keep this tab.

Patsy Mealer moved to have Ergonomics in the Safety Manual, Seconded by Dawn Baldwin and Accepted by everyone.

Dawn Baldwin stated we need to set the standard and work towards it.

SUB-COMMITTEE: Jennifer Dietsch and Dawn Baldwin

Review at July Meeting.

- Building Inspections:
 - Jennifer Dietsch stated this needs to be done every year.
 - So far BWC has performed our inspections. Dayna suggest each department perform their own inspection.
 - John Brownlee also performed an inspections and agreed each department should be performing themselves.
 - Need to create a sub-committee
 - Jim Hicks asked how in depth will each department need to go.
 - Jenn mention Mr. Bronlee's Categories: Priority (30 days to fix) – Advisement (90 days to fix) – Recommendation (Strongly Suggest)
 - Will leased buildings need inspected?
 - SUB-COMMITTEE: Jim Hicks, Jennifer Dietsch, Alan Dietrich

The manual will be presented to the Commissioners once it is completed in its entirety.

Black Swamp Meeting and Events:

June 15, 2010 – (Topic - Mercury) - Susan Jackson

Kim Herman attended last meeting. She said it was very positive, Tim Jonovich did a great job with his presentation. There was good attendance and good food!

Meeting adjourned at 9:50 a.m.

Motion made by Jennifer Dietsch

Seconded by Kim Herman

The next meeting will be *TUESDAY JULY 6, 2010 at 9:00 a.m.*