

REGULAR MEETING
WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE

July 6, 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
Jim Hicks, EMS
Kim Shoup, Health Dept
Art Chupp, Hillside
Dennis Smith, Engineer

Dawn Baldwin, 911/EMA
Jennifer Dietsch, Commissioners
Jeff Dick, OSU Ext
Susan Jackson, J&FS

Dayna Noble from BWC and Melissa Bodey from CCAO were also present.

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

HEALTH MEETING

JEANS DAY

First Jeans day for 2010 was held on July 2, 2010. Organization: American Cancer Society. Second Jeans day is scheduled for September 3, 2010. Suggestions on Organizations? Jennifer Dietsch suggested "Back Packs" Once again no one else had any suggestions.

Jennifer Dietsch moved to donate funds to an organization that provides school supplies "Back Packs" to kids in need, Seconded by Jeff Dick and Accepted by everyone.

HEALTH FAIR

PRESENTATION by Melissa Bodey, CEBCO Senior Benefit Specialist
Discussed flyers on Anthem 360° Health, Condition Care – Frequently asked questions and Preventive Health Guidelines. (If you would like a flyer, see Anne Retcher).

Discussion on what they bring to the Health Fair – Lots of information, other CEBCO Reps besides herself and lots of Give-a-ways.

Other Discussion on the Health Fair

Jeff Dick asked if there would be Flu Shots at this year's Health Fair. Something to look into.

SAFETY MEETING

Jennifer Dietsch discussed the accident/incident reports.

8 reports for June

- 3 – motor vehicle accidents
- 1 – possible needles-stick – sharp couldn't be found
- 1 – knee, ankle, pelvis sprain
- 1 – 2nd degree burn
- 1 – twisted knee
- 1 – senior fell at a center

Jennifer Dietsch made the statement: We were tracking pleasantly the 1st half of the year (Jan-June).

GOAL: NO Incidents NO Comp claims, and NO BWC claims.

Dayna Noble asked if there could be more communication from Department Heads?

Jennifer Dietsch responded, Various departments are having “meetings”

Dayna suggested maybe it’s a season thing. Make a note that this time of year for next year to have “talking” points to heighten the awareness. The more you talk safety it does help.

Jim Hicks stated that Bob would like copies of accident forms.

Jennifer Dietsch responded: He should have an email that went out with all the forms and manual included. If needed I can send out in a Word Format.

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

Jennifer Dietsch stated: Until we get manual complete, I have not taken the time to go back over the trainings. I am currently working with CompManagement on a training matrix. JD is aware that a fire extinguisher training is needed.

SAFETY MANUAL REVIEW & UPDATE

REMINDERS:

- Reporting Forms (Jennifer Dietsch & Dennis Smith)
 - 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.
 - There are 3 more policies that will have some sort of form to go with them.
 - We don’t have a form for the Workplace Violence. (JD took the form out of the Commissioners Policy and will include with Safety Manual).

- First Aid Tab (Jim H. & Joan)
 - TABLED until August, 2010
 - Still haven’t completed
 - Have found old 1st Aid Kits but unsure what is to go in them.
 - Dayna stated she will email Jim on what is to go in these kits

Ergonomics (Jennifer Dietsch & Dawn Baldwin)

- Started and are up to one page
- Dayna said that Craig will be contacting them
- Trying to decide on how extreme or non-extreme to make this policy since there are no standards

Building Inspections (Jennifer Dietsch, Jim Snivley & Alan Dietrich:

- Passed out policy for review
- *Jeff Dick made a motion to approve with correction, Seconded by Dawn Baldwin and Accepted by everyone.*

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

Black Swamp Meeting and Events:

July 20, 2010 – (Fall Protection) - Dawn Baldwin

August 17, 2010 – (Internet Safety) - Susan Jackson

September 21, 2010 – (Safety & Health Day) – Will discuss at August Meeting

Meeting adjourned at 9:55 a.m.

Motion made by Jennifer Dietsch

Seconded by Art Chupp

The next meeting will be *TUESDAY AUGUST 3, 2010 at 9:00 a.m.*