

**REGULAR MEETING**  
**WILLIAMS COUNTY HEALTH & SAFETY COMMITTEE**

February 8, 2011 @ 9:00 a.m.

The Williams County Health & Safety Committee met on the above date in the Training Room of the Williams County Emergency Medical Services Building.

**MEMBERS PRESENT**

Anne Retcher, Commissioners  
Jim Hicks, EMS  
Patsy Mealer, Recorder  
Dawn Baldwin, EMA/9-1-1  
Jim Snivley, Sheriff's Office

Susan Jackson, J&FS  
Candy Scribner, Health Dept  
Jeff Dick, OSU Ext.  
Art Chupp, Hillside  
Dennis Smith, Engineer

Dayna Noble from BWC was also present.

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

**ACCIDENT/INCIDENT REPORTS**

Accident/Incident Reports prepared by Robin Kemp were reviewed.

**SAFETY MANUAL REVIEW & UPDATE**

- Reporting Forms (Dennis Smith)
  - TABLED until manual is complete waiting on the manual to be done
  - Dennis will be reviewing to verify the status of these forms.
  - Hoping to complete at March Meeting
  
- First Aid Tab (Jim H. & Joan)
  - Reviewed First Aid Policy
    - ***Patsy Mealer made a motion to approve with the following changes:***
      - ***Contact EMS to refill supplies in First Aid Kit***
      - ***Inventory First Aid Kit on a Semi-Annual (January & June) basis***
      - ***Appropriate First Aid Training every two years.***
    - ***Seconded by Jeff Dick and Accepted by everyone.***
  - Jim Hicks will talk to Connie to see if she can do a 2 hour training, it won't be certified but will train employees.
  - Every department/building will designate employees (need two in case one is off)
  
- GOAL to complete manual at March meeting.

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

**HEALTH FAIR**

- 2011 Health Fair is set for November 3, 2011
- Candy Scribner will contact the hospital

## JEANS DAY

- Reviewed Spreadsheet from Passed Jean Days
- Dates & Organizations for 2011:
  - **March 18, 2011 – Cancer Assistance**
    - Candy Scribner will contact Nancy Johnson
  - **July 1, 2011 – Camp Radical (F&CF)**
    - Anne Retcher will contact Michelle Egler
  - **September 2, 2011 – Lion’s Club**
    - Candy Scribner will look for a contact person – (maybe Charlie Hinkle in Pioneer)
  - **November 4, 2011 – Cops with Kids**
    - Anne Retcher will contact Chief Arnold at Bryan PD
- The Committee wants to be sure all employees understand each Organization. Information in regards to the above will be sent to all Elected Officials and Department Heads and will be posted on the Health & Safety Committee’s website.
- The attached paycheck stuffer was created and sent to Cindy Mercer on 02/09/11 to make employees aware of the website.

## **Black Swamp Meeting and Events:**

Review do we continue to participate in 2011. Since we are in Group Retro we are not eligible to receive any other discounts.

Anne Retcher will provide a spreadsheet showing what we currently have in said line, the total health fair expenses for 2010 and what the membership dues will be for 2011 at the March Meeting.

Ask that those who attend bring feedback and information in regards to said luncheon. Dawn Baldwin informed the Committee that on the website they are supposed to post PowerPoint presentations that could be shared with Committee and all Employees.

Dawn Baldwin provided the following information since their website is not currently updated:

March 15	OSHA Overview
April	Awards Banquet
May	Hearing Protection
June	Panel Discussion

Anne Retcher is going to contact BSSC in regards to updated schedule. After Ms. Retcher returned to her office an updated scheduled was in her email inbox. Please see topics below:

Attending:

February 15, 2011	(Distracted Driving @ 11:50 a.m. )	Peg Buda, Health Dept – Back up: Kim Herman
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.

Meeting adjourned at 10:15 a.m.

Motion made by Dawn Baldwin

Seconded by Jim Snivley

**The next meeting will be**

***TUESDAY MARCH 8, 2011 at 9:00 a.m.***