

Self Insurance Labor/Management Safety Committee

April 19, 2011 – 3:00 p.m.

Present: Chairman Rowland; Supervisors Collyer, Wright; David Costanzo, Galway; Robert Hartman, Safety Officer.

Chairman Rowland called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Costanza, seconded by Mr. Collyer the minutes of the December 21, 2010 meeting were approved unanimously.

Mr. Hartman said after discussions with the Labor Relations Attorney it appears that a subcommittee needs to be formed consisting of the Union President or Representative, Supervisors, and Mr. Hartman in order to have the county in compliance to perform the following duties on a yearly basis:

- An examination of the history of past incidents to identify patterns or trends which occurred in your workplace.
- A review of your occupational injury and illness logs (SH 900) and incident reports to identify injuries that may have resulted from workplace violence incidents.
- Surveying employees regarding details associated with the occurrence of workplace violence incidents.
- Conducting physical workplace security building surveys.

Mr. Hartman suggested the subcommittee meet once a year and make recommendations to the Labor/Management Safety Committee as a whole, changing the policy as needed, to be in compliance.

Mr. Costanza asked, who said we weren't in compliance? Mr. Hartman said he was informed by the Union that the county was not in compliance. Employees have to have input in the workforce violence process. The specific regulations indicate that we have to have a Workplace Violence Committee to conduct yearly evaluations.

The following were appointed to the subcommittee: Mr. Hartman, Mr. Collyer, Mr. Wright and CSEA Union President, Amanda Clemens. Mr. Hartman said it would most likely be summer before he has everything in place for review. He suggested sending a questionnaire to all employees, one department at a time beginning with the departments that have the greatest number of issues.

Mr. Hartman said they had an ID machine that was donated from the Department of Emergency Services, which crashed shortly after it was up and running. A new machine has been ordered and delivery is expected soon. A policy for the new ID badges is in place and the process of making the badges will begin as soon as the new equipment arrives, he said. Mr. Hartman said the process would begin with Building #1.

Mr. Rowland said it is really important that county employees are identified. Once the program is in place a press release will be sent out to let the public know that we have these and if a county employee were to visit them they should have an identification badge. He suggested having a picture of the photo ID put in the newspaper so people will have an idea of what the ID looks like.

Mr. Hartman said this is an amendment to the Workforce Violence Policy and an important feature to the program. He said Mr. Rowland has worked long and hard on this to bring it to fruition.

Mr. Rowland said he has had experience in ID equipment and he strongly believes in it. Conversations have taken place with the Technology Committee Chairman with regard to possibly using the ID badges with regard to time clocks and access to buildings. The Technology Committee has been charged with developing a system with magstripe.

Mr. Rowland said the only buildings that will not be included in the ID badges are the Courts, as they already have their own ID system, and the Sheriff's Department.

On a motion made by Mr. Wright, seconded by Mr. Costanza the meeting was adjourned.

Respectfully submitted,
Chris Sansom