

LABOR MANAGEMENT SAFETY COMMITTEE

MARCH 17, 2009 – 3:00 P.M.

Present: Chairman Wood; Supervisor Rowland; Bob Hartman, Safety Officer; Bob Barile, and Ron Revers

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

On a motion made by Mr. Rowland, seconded by Mr. Barile the minutes of the December 16, 2008 meeting were approved unanimously.

Mr. Wood stated that the main objective of the committee was to educate public employees in proper health and safety procedures in the workplace.

The following is a list of possible training for 2009

Time Management
Financial Management
Stress and Wellness
Legal Assistance
Customer Service
How to be a Leader
Conflict Resolution
Computer Literacy
Team Building
Effective Communications
Handling aggressive customers
Safety in the office
Safety in the field
Saratoga County purchasing and auditing process
Update of HIPPA laws
Accident liability (personal vehicle)

Mr. Revers suggested adding the following to the list of training:

- **How to deal with people who are combative**

Mr. Revers said that CSEA offers training in the following areas:

Conflict resolutions
Stress and Wellness

Mr. Hartman gave a brief update on the status of the winning safety suggestions for 2009 as follows:

- The bench at building five that was rusted has been removed.
- Employee ID's – Discussions have taken place with Mr. Lent in Emergency Services and his office is going to give Mr. Hartman their ID machine to make employee badges. The machine will be available after Mr. Lent has received a new one. Employee ID's will be issued to all departments with the exception of Maplewood Manor.

Mr. Hartman said the ID's would be photo ID's and most likely will be color-coded.

- Lockdown

Mr. Hartman said there would be a reverse 911 in place in case of a lockdown.

Mr. Hartman said all Policies and Procedures for the 2009 county manual would be put in place by September. The ID Program would be able to begin without a policy in place; however, the lockdown will not be put in place until a policy has been established.

On a motion made by Mr. Revers, seconded by Mr. Rowland the meeting was adjourned.

Respectfully submitted,
Chris Sansom