

## Labor Safety Management Committee Minutes

June 16, 2009 – 3:30 p.m.

Present: Chairman Wood; Supervisor Rowland; Tom Adriance, Bob Hartman, Safety Officer; Marci McNamara, Personnel.

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

**On a motion made by Mr. Rowland, seconded by Ms. McNamara the minutes of the March 17, 2009 meeting were approved unanimously.**

Mr. Hartman distributed to all committee members a packet with regard to the Safety Suggestion Contest. The packet included a memo to all department heads announcing the 2009 Safety Suggestion Contest, stating that submissions must be received before the close of business on September 11, 2009; and a copy of the Safety Suggestion Contest Rules as follows:

1. Contest is open to all Saratoga County employees except Department Heads and their Deputies.
2. Safety suggestion must immediately be turned over to the Safety Officer and/or appropriate supervisor to determine the validity of the suggestion.
3. If suggestion is meritorious, it may be implemented as soon as possible.
4. A file will be kept of all suggestions to be used by the Committee in making annual awards.
5. If several suggestions on a given subject are received, the suggestion received by the Safety Officer first will be used by the Committee for a possible award.
6. The Labor/Management Safety Committee has the right to change any of the above rules without notice. The Committee also has the right to administer this contest at their discretion.

Mr. Wood said the program has had good participation with 26 participants last year.

Mr. Hartman said on a suggestion from last year, a letter encouraging municipalities to adopt their own safety suggestion contest was sent to all municipalities within the self-insurance pool.

Mr. Wood suggested distributing the letter to municipalities again this year. The committee agreed.

Mr. Wood said last year from the Safety Contest one of the suggestions that was awarded was the need for a policy lockdown and shelter in place. Mr. Hartman has researched and checked with other governmental agencies on what they have set in place and developed an outline for Saratoga County for Shelter In-place and Emergency Lockdown procedures. A copy was given to all committee members for their review and comments.

Mr. Rowland said after the Lockdown and Shelter in –place procedure is approved, a drill should be done. He suggested rotating through departments.

Mr. Wood requested that all committee members review the Lockdown and Shelter in-place procedure and submit their comments to Mr. Hartman.

Mr. Hartman said polices will be approved for the policy and procedure manual in September.

Mr. Hartman said he has been in contact with Mr. Lent with regard to employee photo ID's. Mr. Lent is going to bring to the Public Safety Committee a request for a new ID machine, and the old machine will be given to Labor Safety Management for the purpose of making photo ID's for all county employees. The ID's will be made in the personnel office.

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

Respectfully submitted,  
Chris Sansom