

St. Mary's County  
**SAFETY COMMITTEE**  
October 21, 2009

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**M I N U T E S**

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**CALL TO ORDER**

The meeting was called to order by the Chair, Tyrone Harris at 8:00 a.m. in the conference room of the Emergency Communications Center in Leonardtown, Maryland. Members attending were: Tyrone Harris, Sandie Greene, Kathy Arnold, Jacque Fournier, Dena Bell, Harry Knight, Brian Eley, Sharon Ferris, Phyllis Krasnokutsky, Stanley Williams, Sarah Cannavo, Peggy Miller, Bobby Cooper, Kathryn Mather, April Havens, Lucy Erskine, Linda Battenfield, and June Robrecht Recording Secretary.

**INTRODUCTION:**

- Welcomed: Linda Battenfield- Marcey House and Peggy Miller- County Administration

**REVIEW / APPROVAL OF MINUTES**

The minutes of the committee meeting on July 22, 2009 were duly approved.

**STATUS REPORTS**

- **Building Inspections**

Kathy Arnold reported that all building inspections have been conducted and that there are seven (7) outstanding corrective action's which still need to be returned to Risk Management.

- **Workplace Violence Report**

June Robrecht stated that there were no Workplace Violence issues that have occurred.

- **Risk Management Update**

William Russell was not present to provide an update as the Fire drills that are being conducted.

Kathy Arnold asked the Chair for a motion to authorize adding a member to the Safety Committee from the Department of Finance. Stanley Williams moved, seconded by Phyllis Krasnokutsky to approve adding a member from the Department of Finance to the Safety Committee.

Kathy Arnold asked the Chair for a motion to approve changes made to the Safety and Health Policy. Stanley Williams moved, seconded by Jacque Fournier to approve changes made to the Safety and Health Policy Manual.

Kathy reminded everyone when there are emergency closings or a delay in opening due to inclement weather, that all employees need to stay home until County Government opens unless you are classified as essential personnel. This gives time for staff to clear the parking lots as well as sidewalks. These unsafe conditions significantly increase the possibility of injuries.

Kathy informed everyone of the importance of staying home if you become sick and to always practice good hygiene by washing your hands frequently and to get vaccinated for the seasonal and H1N1 flu.

Kathy informed everyone that Risk Management now has four (4) copies of the Fire Safety DVD to loan out for Fire Safety training and reminded everyone that Fire Safety Training as well as reviewing their departments' evacuation plan is to be completed annually.

### **Worker's Compensation Update:**

Paul O'Connor presented an overview of worker's compensation claims filed, broken down by each department, claims frequency by year, claims by incident type and claims by body part.

Paul also reported that overall, reporting of claims has improved. However, stated that slips, trips and twists are on a steady increase and to focus on surroundings to reduce injuries.

### **TRAINING/PRESENTATIONS:**

Jackie Shaw - presented a very informative training presentation on Emergency Preparedness and discussed the reason for departments to have a **Continuity of Operations Plan/COOP**. Jackie reviewed and provided various handouts for services, programs or volunteer opportunities available.

### **NEW BUSINESS/DISCUSSIONS**

#### **Safety Presentation:**

- Sharon Ferris – volunteered for the Jan 27, 2010 meeting, topic pending

#### **NEXT MEETING**

The next regular meeting is set for Wednesday, **January 27, 2010 @ 8:00 a.m.** in the Department of Public Safety Conference Room.

#### **ADJOURNMENT**

The meeting was adjourned at 8:38 a.m.

RESPECTFULLY SUBMITTED:

June Robrecht, Recording Secretary