

## Safety Committee Meeting January 25, 2023

**Attendees:** Jeff Cover (HUM), Mandie Fischer (HUM), Risa Jensen-Jones (PSA), Todd Podzemny (SO), John Rahhal (BO), Stephen Butts (MTC), and Dennis Letter (SEC)

**Guests:** Brandon Bredy (CompSource), Rusty Dye (Insurica)

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### **Welcome:**

We welcome Risa, Todd, and John to the Safety Committee. As the new year has started there has been a rotation of some members.

### **Update & Discussion on workers' compensation injuries:**

We currently have 6 open claims. Since our last meeting, there has been 1 long-term claim closed and 1 new claim submitted. The claim submitted was caused by a slip/trip/fall and the claimant is currently under treatment.

Although the number of claims has gone down, the cost of those that are open is high. MLS has requested a meeting with CompSource and Insurica to discuss the open claims. The meeting will be held on January 31, 2023. Updates to follow during next Committee meeting.

### **New Work Comp Claim/Investigation Form:**

Currently the First Report of Injury Form is 1 page but it will be expanded to 2 pages. Mainly, the 1 page form has been spread out to 2 pages for ease of use. An investigation portion will be added for HUM to complete. The new form is still in progress.

### **Consult Care:**

The Consult Care 24/7 nurse line is currently active with CompSource so there is no further implementation needed. The needed information has been gathered by HUM so the next step will be to train the staff. It has been decided by this Committee that the management team will be trained and it will be their responsibility to train their staff. A suggestion was also made to create small labels for the safety kits to remind employees of this option.

The next step will be for HUM to reach out to L&D to discuss creating and releasing the training to managers. It is expected to be an approximately 10-15 minute training course.

### **Review and Discuss Completed Quarterly Safety Checklists:**

The Quarterly Safety Checklist was recently revised and there are no issues. It has been decided that the departments will start completing a quarterly safety review as well but the form will need to be revised for department use. John Rahhal has volunteered to head up this project.

The new Maintenance Checklist is also under review.

**Review Incidents/Accidents:**

There has been 1 vehicle incident. There was a backing accident with a company vehicle that caused reparable vehicle damage. Damage to another business' property was also incurred. This incident was investigated by Jeff Cover and it was determined that the vehicle did not have clearance and should not have been reversed in that area.

**Issues with handling sharps:**

The new sharps containers have been received and placed at all locations. The vendor will check in at 6 months to see if any need to be picked up. Kristin in Maintenance is working on certifying managers in the vendor's system so that managers can contact the vendor as needed.

Any sharp objects can be disposed of in these containers such as needles, razor blades, box cutters, etc.

**Situational Awareness Training:**

The first Situational Awareness Training will be held at DN on January 26. After this initial trial training, the course will be rolled out to the entire staff. This is a required training to help staff be more aware of their surroundings. Approximately 65 courses will be taught by Dennis Letter in person.

**Fire Drills/Evacuation Plans:**

Dennis has performed an initial fire drill at Dell City. The rest of the fire drills will be performed after a meeting between Dennis, Jeff, and Brandon (CompSource) is held. This will be a priority after the Situation Awareness trainings are complete.

Additionally, evacuations signs will need to be reviewed and posted as needed.

**Audits/walk-through:**

A walk-through safety audit was conducted at the SO location. The following suggestions/comments were made:

- Ergonomic review of circulation desk recommended.
- Replacing current step stools with step stools that have handles was recommended.
- A review and update of the safety data sheets was recommended.
- Commented that the fire extinguishers were easily accessible.
- Commented that a stress matt at the sorter is provided.

**Next Safety Committee Meeting:**

Tentatively scheduled for March 29, 2023, at 2:00pm at Capitol Hill Library.