

MADISON COUNTY HEALTH and SAFETY COMMITTEE

MEETING MINUTES

August 24, 2017

On Thursday, August 24, 2017, a meeting of the Madison County Health and Safety Committee came to order at 9:36 a.m. in the Public Meeting Room of the Administrative Office Building in Virginia City, Montana, with Jennifer Bailey, Vice-Chair, Jayne Forsyth, Madison Valley Manor Administrative Assistant, Bonnie O'Neill, Human Resource Officer, Pete Novich, Novich Insurance, Ron Nye, Commissioner, Laurie Buyan, Commissioners' Assistant, Carolyn Henry, Safety Coordinator, and Jim Hart, Commissioner, present.

Approval of Minutes: Following review, Pete Novich moved to approve the June 8, 2017, Health and Safety Committee meeting minutes with three corrections. Jayne Forsyth seconded the motion. All voted aye and the motion carried.

Safety Coordinator Report as prepared by Carolyn Henry, Safety Coordinator: The 2017 internal Madison County inspection update was shared with the committee naming departments inspected and those to be inspected. Most of the completed office inspections reports will be emailed to the Dept. Head/Elected Official for mitigation and signatures, to be returned with in a 30 day period. Lists of conditions referred to the IT Dept., Maintenance, and the Commissioners are being compiled as needed for completion of conditions best resolved by those departments.

Lockout/Tagout (LOTO) has been completed for Road Dists. 2 & 3, Solid Waste and Road Dist. 1 is scheduled. LOTO procedures will be developed for the county Maintenance Dept., and Maintenance at both nursing homes with the assistance of the department Supervisors.

Workers' Comp. (WC) incident investigations are being performed for both nursing homes in addition those occurring outside of the nursing homes.

The rearrangement of the cabinets in the bath house at Madison Valley Manor (MVM) have been completed as the result of a WC claim. A support hand rail has been ordered for installation next to the bath house toilet to assist CNAs and residents in transferring.

The laundry procedures at MVM are being reviewed and steps to the laundry procedure at Tobacco Root Mountain Care Center (TRMCC) are being written in an attempt to proceed with a written best practices procedure for both nursing homes.

After a hazard assessment of the Road shops it was determined that there was not adequate welding gear provided as personal protective equipment (PPE). The Safety Dept. purchased a welding coat for the dept., personal gloves and fire retardant hood for each person welding, and some new welding helmets with magnifying lens and storage bags. The total cost was \$1424.38.

The Dept. of Labor and Industries, Health and Safety Bureau (DLI) performed an inspection of the Twin Road Shop. There were no serious conditions noted, and only 4 less than serious conditions requiring mitigation. It was explained that a new shop was being built and some of the items that may have been a problem would be resolved in the move.

The issue of public access to the combination to the Ennis landfill was resolved by the Commissioners. There will be two combination locks. One to be used by the Ennis Road Dept. to access their equipment stored at the site and one for Solid Waste (SW) access. Only certain public individuals would have access to the SW combination based on high usage and all other public users would register at the SW site and be accompanied by the site attendant to the landfill for access.

At the SW Board meeting held on 6/22/17 there was discussion regarding bear fencing and trial guard rails and edge fencing at the Virginia City SW site. Work continues at the Palisades SW site to mitigate bear and bird proofing efforts.

Two outstanding issues at TRMCC were remedied. The chemical dispenser was repositioned to eliminate the use of a foot stool to reach the controls. Also, the large outdoors dumpsters were repositioned closer to the building for easier access.

The HR Officer and Safety Coordinator joined MACo WC Division Supervisor and Claims Adjusters in reviewing the current status of county WC claims.

The Safety Bulletin Board was put into use and will be displayed in the hall on the first floor of the Administrative Services Building. The bulletin board displayed health and safety posters, Dept. of Labor & Industries information, inspirational quotes, and educational information.

The most recent group Orientations have included: 1 Road Driver/Operator, 1 DES Assistant, and 1 Dispatcher

Short notes:

- Four county employees attended the DRIVE Workshop in Lewistown including Commissioner Allhands.
- AED battery/pads replacement pack was ordered and delivered to the Fairgrounds as needed.
- JJ Keller replaced the faulty Hazard Communication DVD purchased for orientation training in an overnight delivery.
- The Safety Coordinator provided a list of potential incentive ideas to be pursued by the committee.

Nursing Homes Updates: Jayne discussed workers comp claims at the Manor. Carolyn added that they have had a flurry of them but that some have been rejected.

Goals/Potential Projects Re: Safety Culture: The committee discussed the following items.

- **Countywide Safety Incentive Program:** Carolyn distributed and reviewed a list of suggestions for items that could be used for a safety incentive program. The committee discussed several of the options. Carolyn suggested items that could be started right now could include attendance at the Safety Picnic, articles for the newsletter, participating in a recycling program, and a picture contest. Bonnie noted that they are doing safety bingo at TRMCC and they love it.
- **Safety Picnic or Other Event:** The date of October 12, 2017, was set for the Safety Picnic/BBQ. Because weather could be a factor in October, it was decided to have it in the Public Meeting Room at the Administrative Office Building. Pete made the motion. Jayne seconded it. All voted aye.
- **Safety Survey:** This topic was continued to the next Health and Safety meeting.
- **Newsletter Subcommittee:** Jennifer noted that the subcommittee is going to hold off on the newsletter until after the Safety picnic/BBQ.
- **Safety Bulletin Board:** Carolyn presented the new Safety Bulletin Board with a few items attached as a starting point and suggested creating a bulletin board committee. The board will

be placed on the wall by the mail room. Pete offered to get information for the Board and Jennifer volunteered to keep it updated and remove items that are not safety related. It was suggested that the Health and Safety mission statement be placed at the top of the board.

- **Shelter in Place Kits:** This topic was continued to the next Health and Safety meeting.
- **New Goals:** The Committee discussed Margie's suggestion from the previous meeting that the Safety Committee make sure that all County vehicles have first aid kits and that they are updated and replenished. Jennifer stated that she liked the list that Margie had sent noting that it includes everything that is OSHA required and has additional recommendations. Carolyn noted that it is important to keep them updated and that they can't have expired items. It was suggested that the kits be checked and updated every six months. This topic will be placed on the agenda for the next Health and Safety meeting.

Incident Review: The meeting was closed for incident review.

General Discussion: There was no general discussion.

Date for Next Meeting: The next regular meeting will be held on Thursday, October 19, 2017, at 9:30 a.m. in the Public Meeting Room at the Administrative Office Building in Virginia City, Montana.

***Note:** Because of a scheduling conflict the meeting date was changed to October 26, 2017, at 10:00 a.m.

With no further business the meeting was adjourned at 11:44 a.m.

Minutes prepared by Laurie Buyan, Commissioners' Assistant.