

FLORENCE COUNTY
SAFETY COMMITTEE
MINUTES
SEPTEMBER 12, 2013

Ed Kelley called the meeting to order.

Members in attendance: Ed Kelley, Donna Trudell, Patrick Smith, Terri Lindstrom, Annette Siebold, Barbara Bauer, Susan Theer, Jeff DeMuri, Jeanette Bomberg, Margie Yadro and David Gribble.

Jodi Traas from Aegis was present to discuss Safety issues in the workplace. Jodi explained the wide variety of training courses available to Florence County through Aegis. Administrators present were trained about lost time accidents and their impact on the County's insurance premiums, etc. A list of Required Health and Safety Training that could be provided was handed out. Also, the County Mutual Risk Management Services handout was available with their available services, Florence County's work comp claim numbers and how they affected the premium and best practices to reduce our accidents and lost time incidents.

There will be an online training program set up through the County Clerk and Administrators will be able to track their employees' progress with training taken. This will be through the County Mutual website and can be set up for each department.

There should be county policy regarding what training should be mandatory for all employees.

David Gribble was in attendance and discussed the Policy and Procedures for a Courthouse Lock-down or Active Shooter scenario. A handout was also given out. Discussion was had regarding how to notify the courthouse and other county buildings in the event of an emergency in the quickest and easiest manner. An "all-call" through the phone system, an announcement over the PA system, perhaps a text message system?

David also stated that they were going to work on adding each room number in the courthouse to a data base for caller ID such as the school is using where the Sheriff's office would be able to identify exactly where a 911 call is coming from.

There should be a drill set up for courthouse employees so everyone is aware of the proper procedure in an emergency. Another suggestion was to have Fire extinguisher training for employees.

Terri Lindstrom brought up the subject of "panic buttons" of some sort for the offices on the upper level of the courthouse. This subject has been talked about in the past, but no plan has ever been implemented.

Also mentioned, was that all accident reports should be reviewed by the safety committee so they can determine if the accident could have been prevented or if training could be provided so it doesn't happen again.

Motion to adjourn to a date yet to be determined made by Barb Bauer and seconded by Terri Lindstrom

Respectfully Submitted,

Ed Kelley
Chairman

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