

**LABOR MANAGEMENT SAFETY COMMITTEE MEETING
MINUTES OF FEBRUARY 4, 2013
FIRE HEADQUARTERS, 645 RANDOLPH AVENUE
8:30-10:30am**

PRESENT: Mary Jo Kiewel, Bill Eldredge, Jane Mead, Mike Dreis, Lynn Waldorf, Randy Graff, Lorrie Brown, Tom Bosman, and Jean Karpe

Review Minutes of 1/2/13:

Mary Jo stated that Human Resources purchased 12 Ergotron work stations for their staff. The Ergotron from HREEEO that was not being used was given to Joe Spencer of the Mayor's Office to use. The cost of these work stations are roughly \$450.00. The City Council Office is interested in purchasing a work station for one of her employees and looked at the ones in Human Resources to see the different styles that they purchased.

Randy Graff of Parks said that a Forestry employee will attend our next Labor Management meeting on March 6, 2013 to talk about Chain Saw Safety. He will cover the safety rules used when trimming trees. Departments that currently used chain saws on the job are: Fire, Parks and Public Works. The LMSC Minutes of 1/2/13 were approved.

1) Discuss Subcommittee Minutes:

The Como Park Gorilla Forest will be completed and open to the public in the Spring, 2013.

Parks – Preventable and non- preventable vehicle incidents: Parks uses a three-step process when an incident occurs: hold a sit down meeting with employee/boss, give the employee a verbal reprimand, then hold a third meeting with possible suspension of employee.

Staffing for LMSC: Jane Mead informed the group that the Police Department Safety Committee is made of 4-5 employees and 3 of them have been reassigned/transferred to other departments. Jane also stated that she will be reassigned in a few months also. Jeff Nowicki is the Police building supervisor who attends the Safety Committee meeting with Jane.

2) Monthly Minute Taking/Set date for tours:

Mary Jo distributed a list of the Monthly LMSC meetings and the department who is assigned to take the minutes. Jean Karpe/Mary Jo Kiewel took the minutes for the January meeting and Jean Karpe took the February meeting minutes. Discussion to set dates of department safety tours for 2013 will take place at the March 6 meeting.

3) Review LMSC Objectives:

The yearly 2012 OSHA reports need to be posted. Diane Woolridge, head of Payroll Clerks, said that most department payroll clerks forward the completed OSHA forms onto the department representative for their verification and signature. Previous year OSHA forms are returned to the Payroll Clerk. Randy Graff and Tom Bosman said that they are the record keepers and prepare their department reports.

Lynn Waldorf suggested that all members of the LMSC should attend a 10-hour OSHA training course. Tom Bosman stated that the new OSHA labeling laws take effect December 1, 2013. Tom Bosman stated that there will be a presentation on the new labeling laws at future meeting.

Discussion over 2012 Objectives #3 and #9 should be eliminated. #3 Verify that departments are offering initial safety training to new employees and #9 – yearly inspections of all facilities are conducted by all departments. We agreed that these things are already being done.

Lorrie Brown stated that #1 objective – assist in obtaining a centralized computer training program with recordkeeping functions should be removed.

Lorrie Brown told the committee about “Active Shooter” training that was provided to her department by the Maplewood police department for Work Place Violence Safety training.

4) New Business:

Heart/Stress Tests: Bill Eldredge informed the group that there are two tests that you can take that will check to see if you have any potential heart problems. An Electronic Beam Calcium Test which is available at Abbott Hospitals contains less radiation and targets calcium and hard plaque build-up. The CTS scan which is available at Regions Hospital contains more radiation, but is a more comprehensive test to check for calcium and covers the lungs also. The tests are recommended for men for are 40 years and older and women who are 50 years and older. The Saint Paul Fire Foundation paid for Fire Department employees in 2012 that fit the criteria including that you have to have a family history of heart disease. Jane Mead stated that Marsha Panos at the Police Department does stress tests for Police staff.

There was discussion about injuries occurring when lifting public onto stretches and into ambulances/EMS vehicles. Sometimes the Police Department staff need assistance lifting heavy people who are deceased and being transported.

Meeting was adjourned at 10:30am.

Minutes written by Jean Karpe

Minutes revised by Mary Jo Kiewel