

# City of Saint Paul

## Labor / Management Safety Committee (LMSC)

### Minutes, February 3, 2010

**Present:** John Blackstone, Sandra Bodensteiner, Mark Cahill, Ron Edlund, Pat Gerlach, Bill Gunther, Ron Hauth, Glen Kadrlík, Jean Karpe, Mary Jo Kiewel, Keith Morehead, Tom Perrier, Mike Dreis

The meeting was called to order at 8:40 by Sandra and Mary Jo.

Minutes from January 5, 2010 meeting approved. One correction to the minutes: Sara Grewing replaced by Jean Karpe as the representative from the Mayor's Office.

#### **Review of LMSC's upcoming website:**

- Mary Jo, Sandra, and Glen reviewed the presentation they gave at the Jan. DOD meeting. This presentation focused on the proposed LMSC website on the City's website. Sandra gave a demo and got some suggestions from the Directors for minor changes. Sandra also emphasized the very high cost of the City's worker's comp program & our hopes that LMSC & the new website may help change that. Sandra also reminded the DODs about the AWAIR program.
- Before or by Feb. 16, LMSC members will get draft of Mayor's email announcing new site. We will be given time to make suggestions.
- On Feb. 28, the LMSC website will "go live"!! Prior to that, the Mayor's email announcement will also go out to City employees.
- **LMSC members should promote the new website in our depts.**
- Reminder: The new website will go up on the City's **Internet** page, not the Intranet. This will allow access at home & at work to all City staff.
- Reminder: All City rules on appropriate Internet use apply.
- Glen and Mary Jo, with LMSC consultation, will preview and answer all employee questions that come through the site.
- Jean Karpe explained that she represents LMSC @ DODs mtgs. She emphasized that Mayor's email will get ball rolling. She will make sure that DODs and City Council members support our efforts.

#### **Discussion on setting up safety committees in each City dept:**

- LMSC members should be ready & willing to raise awareness about safety and to use our influence to push forward safety issues & the formation of dept. safety committees. We need to help create a new culture of safety in the City.
- LMSC will create a survey to evaluate structure & need for safety committees in each dept.
- Every dept. with 25 or more employees must have a safety comm.
- Currently, Water, Pub Works, and fire have safety committees in place,
- Suggestion that we set up a survey of DODs/Depts asking what safety committees are in place & what they see as their dept's risk level.
- Lot of discussion about how much LMSC & the sub-committee should micro-manage creation of dept safety comm.
- All agreed that it is critical to get the DODs on board in supporting est. of dept safety committees. If a Dept Director does not support our efforts what should we do?

### **Marketing ideas for setting up the new "culture of safety":**

- Discussion about starting marketing ideas right now or waiting to see how the new website goes.
- Possibly survey DODs about what their depts. are doing now & then re-do the survey in one year to observe the difference. Jean volunteered to assist with draft survey for DODs. We should send her suggestions.
- Sandra agreed to investigate the possibility of having safety announcements, ideas come out on the paycheck stubs.
- Sandra will also investigate using some safety publications to provide a monthly email safety bulletins.
- Recommendations from several LCMC members that the City have ongoing AWAIR training.

### **Action Steps:**

- **Please see highlighted items above.**
- **Look at the preview of the Mayor's email sent out by Mary Jo 2/12 & get comments to her asap.**

Next month's meeting: Wed, March 3, 2010 at Dale St. Garage, 8:30am

*Notes respectfully submitted by Pat Gerlach (Libraries) 2/12/10*