

**MINUTES OF THE
LABOR MANAGEMENT SAFETY COMMITTEE MEETING
WEDNESDAY, FEBRUARY 2, 2011
8:30-10:30am – 891 North Dale Street**

Present: Sandra Bodensteiner, Mike Dufour, Derek Hollanitsch, Mary Jo Kiewel, John Blackstone, David Schuler, Lorrie Brown, Glen Kadrlik, Lynn Waldorf, Ron Hauth, Tom Bosman, and Jean Karpe

Minutes taken by Jean Karpe

- 1) Jeff Fowler, Field Representative for AFSCME, will be taking over for Chris Cowen on the LMSC.
- 2) Review and approve minutes from January 5, 2011 LMSC meeting.

There was discussion on restrictions on who can drive city snow plows. The LMSC should not get involved because we do not have the authority to restrict who can and cannot operate a snow plow. Sandra Bodensteiner stated that there are many unions involved; we would need a Memo of Understanding and would need to get all employees to agree on the restrictions. We cannot make changes in the middle of a snow season; you need to discuss the changes; have the City Attorney review the language, etc. The City does not want to have employees plowing snow or tagging vehicles if they have work restrictions that would interfere with their duties. Sandra cannot release confidential information on city employees regarding their work restrictions. Doctors are the only ones who can change or upgrade an employee's work restrictions. Our LMSC Committee needs to focus on more pressing issues where we can make a difference.

Glen Kadrlik suggested that supervisors for departments who have employees who perform snow plowing and tagging should be given a form to fill out that states that the employee does not have any restrictions to perform the duties. Glen tells his staff that they cannot plow snow or tag vehicles if they are scheduled to work the next day because they need to be alert and be well rested.

The original reason why this topic was brought up was because there was an employee who was on light duty who was working either plowing snow or tagging vehicles. Ron Hauth stated that Doctors should be very clear when they write work restrictions for an employee. The City needs to follow those strict guidelines. The City and management do not want employees to get hurt on the job.

Trish Englund did not have an opportunity to write the letter to Public Works Traffic Department about cleaning up their untidy loading dock. Tom Bosman stated that the Public Works crew is aware of the issues and they are trying to address it. Tom stated that he feels that the Public Works Department should not be singled out to receive a letter from the LMSC committee on this issue.

Jean Karpe stated that she will follow up with Keith Hovis, Communications Assistant for the Mayor, on putting together a press release or some recognition for Lynn Waldorf's involvement in the introduction of sphagnum moss into the City's pool water treatment process. Because of this new treatment process, the city has saved \$70-100K in pool chemicals.

3) Review and Discuss sub-committee minutes

Minutes of various department safety subcommittees were reviewed by the LMSC committee.

4) Review and Discuss AWAIR Template

Tom Bosman distributed copies of a draft AWAIR template that he drafted with the help of Ron Hauth, Pat Gerlach, and John Blackstone. Tom used the template that the University of Minnesota had on line and made modifications and changes so the City of Saint Paul can use the form citywide. Please see the attached AWAIR form.

Tom Bosman distributed copies of the AWAIR (A Workplace Accident and Injury Reduction Program) from the OSHA Department of Labor and Industry website. On January 1, 1991, Minnesota adopted an amendment to Minnesota OSHA statutes that requires many employers to develop and use a formal workplace accident and injury reduction program. Employers engaged in certain specific industrial classification codes are required by this legislation to develop and implement a written safety and health program with specific actions designed to reduce the incidence of workplace accidents and injuries. During 2005, the Minnesota Legislature amended Minnesota OSHA statutes to allow the usage of NAICS codes in the AWAIR list.

Special thanks to Tom Bosman for his work on the AWAIR form.

5) Labor selects new LMSC Co-Chair

Derek Hollanitsch has spoken with Mark Cahill about being the new LMSC Labor Co-Chair. Congratulations to Mark Cahill on his appointment and special thanks to Glen Kadrlík for being the past Labor Co-Chair and he will remain on the LMSC.

6) New Business

No new business items were discussed. Mary Jo will send out the list of management committee members who are scheduled to take the minutes at each meeting. Our next LMSC meeting will be held on March 3 at the Rondo Library where the LMSC committee will conduct a safety audit.

Meeting adjourned at 9:45am.