

**MINUTES OF
LABOR MANAGEMENT SAFETY COMMITTEE
THURSDAY, APRIL 6, 2011
8:30-10:30am – 891 N DALE STREET**

PRESENT: Mike Dreis, Thomas McDonough, John Blackstone, Mary Jo Kiewel, Derek Hollanitsch, Tom Perrier, Mark Cahill, Tom Bosman, Glen Kadrlik, Pat Gerlach, Trish Englund, Lynn Waldorf, Ron Hauth, Martha Tolefree and Jean Karpe

Welcome to Martha Tolefree. Martha will replace John Ross as the AFSCME representative.

Minutes taken by Jean Karpe and edited by Mary Jo Kiewel.

1) Review/approve March 2, 2011 minutes

Derek Hollanitsch stated that the YJC will be paying for the steel toed boots for summer youth employed by the Parks Department. Each summer employee will receive a check voucher to pay for the boots.

Pat Gerlach needs to be added to the attendance list for the LMSC Minutes on March 2, 2011. Pat also stated that she has not received the AWAIR template from Kit Hadley. She asked if Mary Jo could forward it to her.

2) Review/discuss sub committee minutes

In the safety minutes from the Como Shop, it was mentioned that they would provide safety training to staff by using a VHS player. However, they need to rent or purchase one in order to do so. Thomas McDonough from Fire offered to have the VHS tapes converted to DVD's for them.

Lynn Waldorf emailed two safety messages to Mary Jo Kiewel/Sandra Bodensteiner for review and approval. Mary Jo will check with Sandra and distribute the safety messages to our LMSC Committee.

Pat Gerlach was not sure she forwarded the Library January 6, 2011 safety committee minutes to Mary Jo, but they were not included in our packet. Mary Jo will include them in our May LMSC meeting attachments.

Trish Englund stated that the Police Department staff report all injury reports before the end of their shifts. The City of Saint Paul has a citywide policy that all injury reports need to be turned in within 24-hours of the incident to their supervisor. Mary Jo stated that the city's policy is located on the city internet.

In the Public Works minutes, it was mentioned that the steps in the Wash Bay would be replaced. Ron Mundahl was checking on purchasing a new one to replace the one that was damaged. The steps are used to reach high places in order to wash Public Works vehicles.

Mark Cahill stated that this winter has been a bad one for slip and fall injuries caused by trying to clean snow off vehicles in their parking lot.

Mark Cahill stated that the Public Works Department has installed approximately 90 GPS systems in Public Works Vehicles. These systems track each vehicle's location, in order to find out who is closer to a specific area, it also monitors speeding, etc. In certain instances, the GPS system indicated that an employee had been identified as driving out of the city limits during the work day, and found out that the employee was picking up parts and/or the vehicle was getting repaired. Public Works is planning to have all vehicles equipped with these GPS systems in the next two years. Mark Cahill has tested three different types of monitoring devices, and they selected the hard-wired device as the best one. The only negative impact of the hard-wired device, is when it is time to purchase a new vehicle, these devices are hard-wired in. Mark noted that some employees have been driving too fast in the Public Works yard.

Ron Hauth stated that Parks vehicles will be adding GPS systems in some of their vehicles in May, 2011. Parks vehicles are under three-year lease programs. The Fire Department will also be purchasing these GPS systems which need to be able to be integrated with the CAD system. The Police Department already has cameras in the squad cars.

Tom McDonough will email his monthly Fire Department safety minutes to Mary Jo for distribution.

The Public Works Asphalt Plant has been open for business and uses approximately 250,000 tons of asphalt per day. Last year, the machine that heats the asphalt up was broken and the Public Works crews fell behind schedule in filling pot holes. It takes three hours to heat up the asphalt machine to get the asphalt ready for repairs. The City of Saint Paul Public Works crews dumped tons of snow in the SAINTS Stadium and the entire parking lot needs to be resurfaced.

Tom Bosman stated that the Streets & Bridge Maintenance Department gives out monthly safety awards to department staff for various safety reasons.

3) Objectives for 2011 Safety Committee

John Blackstone stated that the Water Utility already has an AWAIR system in place. Departments need to forward their completed AWAIR programs to Sandra Bodensteiner, Mary Jo Kiewel, and Mark Cahill for review.

Ron Hauth stated that Parks does an annual department wide safety audit once a year. Parks safety committee meets once a month to go over safety concerns and address them right away.

Trish Englund asked if anyone had a generic safety checklist that the Police Department could use. Lynn Waldorf stated that the Parks Department has an excellent checklist that she can forward to Mary Jo for our LMSC committee to use. The National Safety Council website also has several forms that can be reproduced and used.

Mary Jo is checking with Ron Guilfoile to see if the LMSC is eligible to receive \$10,000 in funding for this year since the new City Health Awareness Committee will be obtaining some funding also. If our LMSC committee is granted funding, we should spend some of it on OSHA training for our members. It was suggested that LMSC members take the 10-hour OSHA training course. Mary Jo asked who should be in charge of the budget if LMSC obtains funding. Volunteers to sit on the LMSC funding committee are: Thomas McDonough, Pat Gerlach, Tom Bosman, and Lynn Waldorf.

Mark Cahill asked about the city obtaining the names of city employees who have credentials and qualifications to be able to provide training to other city employees. Chad Greeder is a certified Fork Lift Trainer. Parks has employees who are certified in First Aid and CPR training. We are asking Sandra Bodensteiner to send an email to the DOD's asking them to forward information on employees who are certified to teach various topics (Forklift Training, First Aid, CPR) to be trainers. If we have one union member who can provide training on a particular topic to a variety of employees, it would save a lot of money. Lynn Waldorf stated that in the future it would be nice if someone on our LMSC Committee was able to train future employees on OSHA rules and regulations.

John Blackstone forwarded information on the League of Minnesota Cities Safety and Loss Control Workshop that will be held in Saint Paul on April 28. The conference cost is \$20.00 which includes all materials and lunch. For questions, call Amy Mansager at 651-281-1240. There was discussion on who should attend the upcoming Safety Convention held May 12 – 14th. John Blackstone suggested that the co-chairs of the committee should attend. It was decided that each member who wanted to attend the convention needed to check with their own department for time off and payment to attend that convention.

Mary Jo informed us that our LMSC website is taking a little longer to get updated due to staff changes. The member list and LMSC minutes have been updated.

4) New business

The Ramsey County Safety Committee is hosting a half-day conference on ergonomic training and they have invited our LMSC members to attend. There is no cost involved for this ergonomic desk training, so if you are interested, please contact Mary Jo Kiewel.

Thomas McDonough stated that he invited OSHA to come out and conduct audits at five different Fire Stations. The audit contained 10 serious safety violations and a couple minor violations. There were some basic housekeeping issues, along with the Right to Know Notice was outdated; some of the

firefighters had not had a physical in five years – which they need to have a yearly physical in order to be in compliance; some personal belongings had to be removed, etc. The Fire Department has 90 days in which to correct the violations. OSHA provided them with a written report to refer to and incorporate into their monthly safety meetings. It was a good learning experience and now the Fire Department cannot be inspected by OSHA for another year.

Trish stated that the Police Department performs annual PT tests for its employees.

Derek Hollanitsch stated that the Parks office, located at 85 West Water Street, has many safety violations and hazards. Derek presented four photos of safety hazards which included two inches of ice built up on the floor; roof beams that have rusted; the roof is leaking water on the inside; there were six foot icicles hanging from the ceiling; and there are live outlets with water nearby. Ron Hauth and Lynn Waldorf inspected the Parks building in January, 2011 and forwarded their list of safety violations to Parks and Recreation Director, Mike Hahm for review and action. The building is unsafe for employees to work in and needs to be torn down and a new building built. Several members asked whether this building is up for replacement and that it should be considered as a CIB project. Derek stated that on his first day of work at the Parks site, an employee slipped on the ice on the floor and fell backwards landing on his head. The four photos that Derek took of the safety violations were given to Mary Jo Kiewel to forward to Sandra Bodensteiner.

Trish Englund asked for suggestions on whom to call for lead testing? She stated that several times in the past few months, the inside gun range located across from the old Police Dept. at 101 E. 10th Street was full of lead due to the exhaust fan not working inside the facility. The fumes were so thick it was difficult to see.