

Labor Management Safety Committee Minutes  
Wednesday, August 3, 2011  
0830 – 1030 – 891 N. Dale Street

Present: Sandra Bodensteiner, Mary Jo Kiewel, Jean Karpe, Kevin Chapdelaine, David Schuler, Derek Hollanitsch, Mike Dreis, Bill Gunter, John Blackstone, Tom McDonough, Glen Kadrlík, Mark Cahill, Tom Bosman, Lorrie Brown, Pat Gerlach, Lynn Waldorf, Ron Hauth

Minutes transcribed by Karen Jones and edited by Mary Jo Kiewel

**Review/approve July 6, 2011 Minutes**

The minutes were approved.

Sandra Bodensteiner discussed issues with the minutes. She needs to understand them and the intent of the discussions if she is going to present them to the DOD's and the Mayor.

**Review/Discuss sub-committee minutes**

Tom Bosman reported the subcommittee to discuss OSHA did not meet yet. They have not received the citations from OSHA and people were on vacation. The subcommittee will meet to discuss when we do receive the citations.

If you need Corvel Cards, posters, brochures, etc., you can contact Wanda Luger in HR to get them. Free OSHA posters are available through the Department of Labor and Industry's website.

Pat Gerlach asked if the First Report of Injury can be put on the intranet. Sandra Bodensteiner responded as long as there are instructions on who to send the form to that would be ok. Usually one person (and a backup) from each department is designated for getting the completed forms and reporting it to Mary Jo Kiewel. If the form gets sent directly to the State, the City is not notified and we incur penalties.

Pat Gerlach reported they are going to start doing background checks on employees who work with children. Also the compact shelving issues have been resolved.

**OSHA/Safety Concerns**

The Committee discussed their concerns. They feel they do not have enough training or resources to deal with OSHA and/or safety concerns right now. They are concerned that the City maybe at risk for OSHA citations or fines. The committee members do not feel they are equipped to handle OSHA issues or questions without training. No one on the committee is OSHA 30 certified.

Most agencies our size have a dedicated expert on workplace safety to handle OSHA and safety issues. The City used to have a Safety Coordinator but that position was eliminated in 2004 due to Budget cuts. Sandra stated that when the LMSC was revised it was a known fact that there was no budget for LMSC and that any training would need to come from a member's department. With the recent LGA cuts, that expectation has only increased.

Committee members stated that they do not want to 'take the blame' if something bad happens. Tom McDonough stated it is also about doing what is right for all the employees and he thinks we are not doing that right now. It was suggested by Derek Hollanitsch to see if we could use Interns that are focused on OSHA/workplace safety laws as a resource for the city. Tom Bosman suggested contacting colleges and said he would get contact information from some college programs and forward them to Sandra.

Any requests for assistance (training, money, resources etc) need to have a plan before they can be presented. The committee needs to pull together what the gaps are, what the risks are, what the possible solutions are and the costs. Only with a concise, factual informational packet can Sandra present the information to the DOD's and the Mayor on behalf of the Committee requesting aid. Some members suggested training and others suggested a new hire and position(s) to fill the gap. Regardless, the Committee needs to put together the information if they want the data and requests presented to management.

### **AWAIR Program**

The city has a general template online, but each department also needs their own. Mary Jo Kiewel sent each department a template that needs to be filled out as to their own department's needs. The goal is to have all departments online so everyone has access to them. Updates should be done by departments and HR should be informed. The deadline for AWAIR programs to be done is 12/1/11.

### **2011 Workers Compensation Costs/2011 Tort Claims**

John Blackstone wanted to know how workers' compensation claim payouts relate to safety issues, what other cities are spending in relation to us, and if it would be feasible to set a target to reduce workers comp claims as we are improving the safety issues.

Sandra said we do not have statistics from other cities and they are all different, but she does comparisons with other entities, and other organizations such as the Minnesota Self Insured Association. On average we have 3300 FTE each year, with 6-7 million dollars in workers comp claims paid, which is very low in contrast to other organizations' where claim costs average 9-12 million a year.

Workers' Compensation also tracks indemnity claims – employee lost time/days. The return to work program is where we have seen the biggest savings. Claim costs have lowered significantly. That is where the safety committee is doing its job. DOD's are working with work comp representatives and using more light duty personnel, etc. We want all injuries reported whether time is lost or not. Work comp also looks into any abnormal injuries to see if there are any safety issues.

Meeting adjourned at 10:30 a.m.