

City of Saint Paul
Labor Management Safety Committee (LMSC) Minutes
August 1, 2012 (8:30 – 10:30 a.m.)

Present: Mike Dreis, Mark Cahill, Greg Galloway, John R. Blackstone, Tom Froyum, Mary Jo Kiewel, Randy Graff, Jean Karpe, Jane Mead, Lorrie Brown

Kiewel called meeting to order at 8:35 AM. Ergotron was expected to present to the committee but did not show, Kiewel will re-schedule.

Committee approved minutes after seeing no objections or amendments. Kiewel commented that she not include all the graphs and statistics that SPRWS provided in their sub-committee minutes to her.

Froyum stated that DSI has a new assistant director, Greg Schrader, and that DSI is reconstructing their safety committee. Froyum stated that he will instruct the committee to forward Kiewel the sub-committee minutes from their meeting

Brown stated she incorporated into SPRWS safety training the video, The Risk is in the Routine. Brown further reported that an outside contractor she enlisted to assist her in developing the safety training is using the video to assist her in safety training throughout the State of Minnesota, as it was showed good municipality examples of safe working environments.

Blackstone commented that Brown has done a tremendous job of incorporating safety into SPRWS training, as there was not such a comprehensive culture of safety before. Blackstone referenced that the laborers are most at risk for injury performing their daily work duties.

Brown stated that the training lasts 2 days, with first 2-3 hours consisting of paperwork, and touring the facility. The remaining time is spent on the AWAIR program, Right to know, industrial and office ergonomics, slip trip and fall, house keeping, confined space, noise exposure, compressed air and log out tag out. Brown said they she hopes to extend the program into a full week of training. Brown said she is using JJ Keller on line training for some of the safety training. Tom Froyum noted that if the employee's attended a 2 day safety training that would add up to an OSHA 10 title, and they would be able to obtain a certification. Brown would need certain credentials in order to teach the training. Blackstone remarked that the employees out on the streets are most at danger and by giving the workers certificate shows that the City of Saint Paul encourages safety in the work place.

Cahill reported that Municipal Garage and Streets has mandatory stretching for 10-15 minutes before the workers can begin performing their job duties. The workers are not allowed to leave the yard until they have stretched. Cahill said that the stretching has built moral and they have noted a reduction in injuries.

Brown informed that this September she plans to roll out a Job Hazard Analysis JHA, where they will have one employee perform a job and another group will note hazards particular to the task the employee is performing as his normal job duties. The idea is to reduce hazards by intentionally informing workers of the hazards of the job and how they can prevent the hazard. They will develop guidelines for each hazard so the employee will know before hand. Lisa McKeown from Human Resources is interested as HR needs to know the physical requirements of a position they post for and what qualifications they need to look for.

Discussion was held concerning managements buy in to the need for JHA's, and it was noted that every department should have JHA guidelines for each position from office worker to fire fighter, etc.... Protective physical equipment was discussed as police use Kevlar in their vests, forestry uses Kevlar in their trousers. Further discussion concerning JHA and a comprehensive team to determine the hazards would consist of chief engineer, safety officer, LMSC member, supervisor and employee. Brown informed she has the documentation for conducting such an audit, and Mike Dreis stated he was resurrecting JHA's from the 1998 ones. Committee members agreed to share information they have concerning the JHA and further discussion was noted for future meetings.

Next meeting set at Municipal Garage September 5, 2012, 8:30-10:30 am.

Meeting adjourned at 0950.

Submitted by Mary Jo Kiewel, Workers' Compensation Claims Administrator,
management co-chair