

City of Saint Paul
Labor Management Safety Committee (LMSC) Minutes
September 5, 2012 (8:30 – 10:30 a.m.)

Present: Mike Dreis, Mark Cahill, Greg Galloway, John R. Blackstone, Mary Jo Kiewel, Randy Graff, Lorrie Brown, Thomas McDonough, Glen Kadrlík, Lee Williamson, Lynn Waldorf, Tom Bosman

1. Mary Jo asked committee to review last month's committee meeting minutes. Motion was made to approve minutes, motion approved and passed.
2. Mike Dreis commented that it would be nice to know who and when (or how often) City departments met for safety committee meetings. Mary Jo proceeded to ask everyone one present at the safety meeting how often they meet. The results are as follows:
 - a. Traffic meets monthly
 - b. Forestry meets monthly
 - c. Como meets quarterly
 - d. Streets meets monthly
 - e. Sewers meets monthly
 - f. Fire meets monthly
 - g. Library every other month
 - h. Police ?
 - i. DSI ?
 - j. Downtown employee's ?
3. Mary Jo will also look into the safety training video of the mandatory training done last spring by Sandra Bodensteiner if it could be viewed by staff. Discussion on any City training and or need to train staff for a safe work environment. It was determined that no training exists for disgruntled workers. Tom McDonough from Fire Department commented that he was also not aware of any City-wide training and volunteered to look into such training for the committee and report back. Tom Bosman from Public works commented that work place violence would be similar everywhere in the City and that something should be done.
4. Lee Williamson brought up that there are possible issues of employees reporting health issues such as mold in the work place. The libraries have had employee complaints and as a result supervisors have requested sites to be tested. Result of such testing has proven no significant mold issues on sites. It is difficult to determine if employee has health issues from places other than a work site. It was discussed that some companies and or other agencies have bought out employees contracts if problems can not be resolved. Lorrie Brown suggested that the City can contact an ADA representative to assist with employee accommodations with

health related issues at the work place. City staff needs to be pro-active with employee's health issues.

5. Lorrie Brown passed out a job hazard worksheet when using a chop saw. This worksheet was to flush out tasks for the Water Department Job Hazard Analysis. Department committee and Gary Kroft, MSC trainer talked through different sequences of using a chop saw on the job. After employee use chop saw they would review and list potential hazards. Lorrie also referred to JJ Keller website for additional information. Lorrie made available information and manual online for Water Department Supervisors to assist staff with safety information when working on site. Lorrie commented that this was a slow process and she needed to be patient. Tom Bosman commented on the fact the some departments do have these forms and employees and supervisors have been reviewing these yearly and sometimes monthly and making updates with signatures on JHA. Signature on forms which means they agree with any changes or updates to JHA forms.

Lorrie stated that the Water Department chooses jobs that they have had employee accidents while using equipment. Lorrie also commented that she makes lists of employees and makes JJ Keller information available on the web for them to view and share with other employees. The committee found this interesting that they could share JJ Keller information on the web with additional employees, this is not happening with other departments. The question was brought up if the City through Risk Management could purchase JJ Keller and disperse the use of the information to the City as a whole, this could be a potential saving to the City? Mary Jo volunteered to look into this and report back to the committee. Tom Bosman also reported if you are a City employee you are a member of the Minnesota Safety Council, FYI.

Mary Jo asked a question about if there were any finding or information about the kick back of the chop saw that changed after the job hazard analysis. Mark C. and Glen K. discussed how the chop saw works and the danger to the committee. Lorrie commented that JHA helped point out the hazards. Lorrie stated that the next step was to go in the field and follow the worksheet on the JHA for the chop saw. After that step was complete the committee would review the finding make any last changes to the document. Once the process was complete for the chop saw analysis then they would move on to the next job and start the process all over again and review annually.

Mike Dreis' department has JHA but they have not been review for some time. Lynn Waldorf commented that Parks reviews their JHA on a yearly basis. Lorrie informed the committee that JJ Keller has a reminder for agencies on their online program.

6. Mark Cahill and Tom Bosman commented on fitted hearing plugs for employees. The committee discussed audio metric yearly testing for employees working

where hearing protection is needed. Most departments currently hire an agency, Med Compass for testing.

7. Tom Bosman commented on recent OSHA inspection, employee filed a complaint. Employee reported to OSHA that they felt sick every time they entered a sewer. OSHA representative did not find anything conclusive about original complaint from employee. OSHA representative did give Public Works 4 minor citations, at a possible fine to the department of \$8,000.00 to \$9,000.00. The PW department will contest OSHA fines and report back to the committee.
8. Meeting dismissal 9:55 am.

Meeting Notes By: Parks edited by Mary Jo Kiewel HR