

Humboldt County/Safety Committee Minutes
February 7, 2018
2:00 P.M.
City Hall City Council Meeting Room

In Attendance:

Abel del Real-Nava, Liz Sjoblom, Debbi Lohr, Catherine Bergey, Pauline Salla, Carmen Smock, Enoc Gaitan, Stephene Yenne, Shauna Tolotti, Betty Lawrence, Miranda Hall

The meeting was called to order by Abel del Real-Nava at 2:00 p.m.

1. **Review and approval of the minutes of the November 1, 2017 meeting.**
Moved by Catherine Bergey that the minutes be accepted as presented – all in favor, motion carried with Betty Lawrence abstaining.
2. **Quarterly Claims Activity**
Abel reported there were two non-injury claims with Law Enforcement.
3. **Follow-up on issues identified by POOL/PACT Risk Management safety inspection conducted by Abel Del Real-Nava, Assistant County Manager/Human Resources Director and Marshall Smith, POOL/PACT Risk Manager**
At the previous meeting, the committee discussed the findings. Enoc said the list is 80% complete. The remaining 20% is not complete due to a shortage of staff. The work in the Sheriff's Office is complete. The electrical, faucets and work in the basement is 90-95% completed. Carpet replacement will be placed in the 2018/2019 FY budget. This would be for the Public Defender's office and Planning Department. New exit signs were installed in the meeting room. Jeff is gone for two weeks, once he returns they will start working on completing the projects. Abel reminded Committee members to look for possible issues in outlying offices.
4. **Discussion on recent OSHA visit**
Abel gave a report on the recent OSHA visit due to a referral from a citizen. Abel and Betty, as representative for the County Employees Association, were with the OSHA inspectors during the inspection. One of the areas found to be lacking were exit signs. OSHA will fine the County for this. Another item inspected were the outside front stairs and railing. The County will not be required to place additional railings on the steps, as the courthouse is historical and exempt. Another complaint was the Fifth Street stairs and foyer stairs are not in compliance. The OSHA investigators found that both are in compliance. They did find that the County's Safety Program is inadequate. Abel is working on creating a new program. He will bring it back to the committee for final review. Abel will get feedback from OSHA on the draft document. He told the committee what is included in the written Safety Program. Betty told the committee the OSHA Inspectors asked if the County did fire and active shooter drills. They provided contact information for help with these items. Abel said we have to wait to work with SCAT until the OSHA case is closed. Pauline said they had drills at Juvenile Detention recently. Abel said we should standardize the process throughout the County. The deadline for the open case is 15 days from receipt of a certified letter, which he will receive in 3-4 weeks. Everyone needs to keep on the lookout for possible hazards in individual offices. There was a comment that the Clerk and Comptroller's offices have recently organized their

offices. (Liz with the Sheriff's Office arrived at 2:19 pm). Abel recapped the previous discussion.

5. Discussion and possible approval of new written Safety Program

This item was tabled to the next meeting

6. Miscellaneous safety related matters

Catherine asked about a topic of the month. This will help educate employees. There was discussion regarding topics. It was suggested the first topic be information about colds and flu. Abel told the committee if they are sick, do not come to work and the same goes for all employees. Abel will get the topic of the month, colds and flu, out to employees.

7. Committee Reports

There were no Committee reports. There will be a Radon Presentation on February 22, 2018 at 3:00.

There being no further items for discussion, thanks were given to all for their attendance and assistance. The meeting was adjourned at 2:30 PM


Abel Del Real-Nava

05/03/2018

Date