

**Humboldt County Safety Committee Minutes**  
**May 2, 2018**  
**2:00 P.M.**  
**County Commissioner Meeting Room, County Courthouse**

In Attendance:

Abel del Real-Nava, Liz Sjoblom, Debbi Lohr, Catherine Bergey, Pauline Salla (2:55), Carmen Smock, Enoc Gaitan, Stephiene Yenne, Levi Carl, Betty Lawrence, Miranda Hall, Jeff Tindall, Tammy Bendell, Maureen McQuillan

Abel del Real-Nava called the meeting to order at 2:05 p.m.

**1. Review and approval of the minutes of the February 7, 2018 meeting.**

Miranda pointed out she attended the February meeting. Stephiene Yenne made a motion the minutes be accepted as presented adding Miranda Hall. The motion carried.

**2. Quarterly Claims Activity**

Abel reported on the claims. Most were with the Sheriff's Office with one at the Road Department.

The recording of the meeting began at 2:09:07.

**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**

Enoc reported everything has been addressed. He said there is still carpeting to replace. This item will be removed from future agendas.

**4. Discussion on recent OSHA visit**

Abel reviewed the final report. The County was fined a total of \$2,500.00. Approximately \$1,300.00 was for not having exit signs in place at specific locations. The balance was for not having a current Safety Program in place. OSHA provided the template for the Safety Program. Abel thanked Tammy for making a list of equipment that requires inspections on a regular basis. The Safety Program will be on the County website soon.

**5. Discussion and possible approval of new written Safety Program**

There was discussion regarding corrections to the unapproved document. Most were typographical, grammatical and a correction to the day of the meeting. Abel asked if there were any additional questions, changes or corrections to the substance of the document. Carmen asked about the disciplinary policy. She asked how bad it has to be. Abel explained it is progressive discipline and how progressive discipline works. Guidelines of the Collective Bargaining Agreement would be followed. Miranda asked about disputes of any disciplinary action. Abel said this is also covered in the Collective Bargaining Agreement. Liz asked about employee participation. Who re-elects, replaces members? Is it each department or the committee? Is the term one year? Abel said the department decides to re-elect or appoint a member to the committee. Once the Safety Program document is approved, the clock will start on the 1 year to be on the Committee. Liz asked if this is something that we need to keep track of. Abel said he will keep a list and if he does not hear from the department, he will

assume the member has been re-appointed. There was discussion regarding the verbiage. It was agreed the verbiage would read, "the employee will serve until replaced by their department". Catherine asked if all departments are represented. Abel said the Road Department, WCVA, DA/Child Support, District Court, Public Defender, and the Library do not have representatives on the Safety Committee. Catherine said she would represent the Fairgrounds. Abel will follow-up with Kim Peterson to see if this is okay. Under employee participation, we need to add distribute monthly safety topic information and review quarterly claims. Liz asked about the bullet point regarding monthly safety inspection by the employee of the department represented. Abel said he would come up with a standard form. The forms will be presented to the Safety Committee with an action taken at the meeting. They will be kept as part of the Safety Committee retention file. Liz asked about a timeline for the inspection reports. Abel said he would like them monthly with any comments or no issues found. There was discussion regarding monthly inspections and quarterly meetings. There will be quarterly instead of monthly inspections. Abel told the Committee the OSHA log is on the employee bulletin board. He said there should be one in each department that is not part of the courthouse. There was discussion if the Sheriff's Office is exempt from the Incident Investigation Procedure. Abel told the Committee there would be a Safety Committee page on the new website. There was conversation regarding the Job Hazard Analysis section of the document. The two year period will start at once the Safety Committee Program document has been approved. Under Hazard Prevention and Control there was discussion regarding updating new equipment. Tammy and Enoc will keep the list updated. Abel told the Committee with the next policy update he would get employee signatures regarding the Safety Program. This will be a checklist item for new employees. In accordance with Humboldt County Employee Policy and applicable Collective Bargaining Agreements will be added under Disciplinary Action. For Emergency Planning there was discussion regarding an evacuation route map. There needs to be designated assembly places established for each department and/or building. Liz suggested each safety committee representative have a current list of the employees from their department at any given time. Abel said there could be a clipboard with employees, forms, evacuation map and other pertinent information. For outlying offices, such as dispatch and detention, a committee member will train an employee from that building on emergency procedures. There was discussion regarding first aid kits and the availability for each department/office. Also, the procedure for leaving the building and having possession of the first aid kit. There was discussion regarding the requirement that all supervisors be first aid certified. Miranda asked about the item under "If an injury occurs" regarding serious injury. It states call for help first, then call 911. She asked if you should call 911 first. Abel said he will follow up with Pool Pact. Catherine asked if there is a list for what items should be in first aid kits? This will be discussed in the next item. Under Safety Training Abel said each department should have a list of what safety training an employee has received specific to their department. It will be up to the Safety Committee member for each department to keep the list updated. There was discussion. Catherine asked about who logs or will log the training. Abel told the Committee there would be new training. HR will keep track of the training. Abel said he would make the corrections discussed and send the corrected document to Committee members for comments prior to approving.

#### **6. Formation of Committee Groups and delegated responsibilities**

Abel reviewed items identified and broken into groups. The following groups were formed:

First Aid Kits and Content & AED's – Stephiene Yenne, Miranda Hall and Carmen Smock

First Aid Training – Pauline Salla and Maureen McQuillan

Evacuation Map – Enoc Gaitan, Jeff Tindall and Levi Carl

Reflect locations of AED's and fire extinguisher

Fire Drill/Fire Extinguisher Training – Betty Lawrence and Debbie Lohr

Forms – Abel del Real-Nava and Catherine Bergey

Active Shooter/Stabber Training – Liz Sjoblom and Shauna Del Soldato

Mandatory for everyone to attend, 3-4 a year

New Training System – Tammy Bendell

Abel said he would like each group to create a plan of action. The plan of action should work within the confines of the manual. He would like each group to have their plan of action available at the August meeting. There will be committee reports at each Safety Committee meeting.

**7. Topic of the Month**

This item will be agendized as Topic of the Quarter. The topic for the next quarter will be Heat Stress.

**8. Miscellaneous safety related matters**

There was no discussion.

**9. Committee Reports**

There were no Committee reports.

There being no further items for discussion, the meeting adjourned at 3:40 PM

  
Abel del Real-Nava

08/02/2018  
Date