

Statewide Safety Committee
Meeting Location: 1526 K Street, 4th Floor, Conference Room D Hearing Room
Meeting Minutes
November 28, 2017

Next Meeting: January 23, 2018 from 9:00 AM – 11:00 AM at
1526 K Street, 4th Floor, Conference Room D Hearing Room

- I. Announcements
 - a. Shereece Dendy called the meeting to order at 9:00 AM.

- II. Roll call
 - a. **Present:** Dennis Carraher (L), Kevin Petska (L), Melissa Buss (L), Carrie Williams (M), Chelsea Kramer (M), Lisa Menke (M), Shereece Dendy (M), Julie Lowry (V)

- III. Approval of minutes from last meeting.
 - a. Melissa Buss moved to approve the minutes. Dennis Carraher seconded the motion.
 - b. The Committee voted to unanimously approve the September 26, 2017 minutes.

- IV. Discussion of Open Issues from September 26, 2017.
 - a. Nominations for Statewide Safety Committee Members.
 - i. Current member list:
 1. Carrie Williams – Management – Will remain on the Committee.
 2. Dennis Carraher – Labor – Will remain on the Committee and would like to be a chair.
 3. Melissa Buss – Labor – Still debating on whether or not she will remain on the Committee. She hopes to have a final decision in the next few weeks. If she leaves, she will make sure she has a replacement.
 4. Kevin Petska – Labor – Will remain on the Committee and is willing to give up his chair.
 5. Chelsea Kramer – Management (Agriculture) – Will remain on the Committee.
 6. Lisa Menke – Management (Education) – Will remain on the Committee and is willing to be a co-chair.
 7. Todd Falter – Management
 8. Deb Home – Labor
 9. Eric Sargeant – Management
 10. Grant Johnson – Management
 11. Shereece Dendy – Management – Will be leaving the Committee.
 - ii. Sally Flowers from Agriculture is interested in joining as a backup for Chelsea Kramer.

- iii. Shereece Dendy will send an email out to all members and advise that Dennis Carraher and Lisa Menke are interested in being chairs and will ask if anyone else is interested. Anyone who is interested will need to be present for the next meeting in January. If no one else is interested then those who have volunteered will be the new chairs.
 - iv. The committee is supposed to be 12 people. We need two more (labor) members. Labor members must pay dues—if they do not pay dues they can't be on the committee.
 - v. Dennis Carraher will reach out to the Fire Marshal's office and other labor members to see if they have anyone wants to join the committee.
 - vi. Shereece Dendy will reach out to the University to see if they have anyone who wants to join the committee as a volunteer.
 - vii. Julie Lowry will continue to come to the Committee meetings to take minutes and be the Risk Management contact.
 - viii. Dennis Carraher is concerned his management will have a problem with the time he will need to spend on Statewide Safety Committee work if he is a chairperson. If there is a problem Shereece Dendy will reach out to Bill Wood to discuss the issues.
- b. 2018 Planning
- i. Workers' Compensation Report Card will be ready in January 2018. Julie Lowry will bring this to the next meeting.
 - ii. Risk Management just released a Workers' Compensation Policy/Procedure Guide and has updated all of the Workers' Compensation forms.
 - iii. Workers' Compensation training has been scheduled for any Workers' Compensation representatives from all agencies.
 - iv. The Committee will work on creating an employee stories of safety page to post on the Statewide Safety Committee tab of the Risk Management website.
 - 1. Dennis Carraher is concerned that any stories that come out will be negative.
 - 2. Shereece Dendy advises that if we put positivity out we will receive positivity back. We will not share negative experiences.
 - 3. Committee members will try to find employees with positive stories to share. Anything that relates to the things that the Statewide Safety Committee is interested in. Stories should be submitted within two weeks.
 - v. Dennis Carraher emailed his agency contacts for information on their Safety programs. He received two replies from the five that he sent out.
 - 1. Auditor's Office replied.
 - 2. Secretary of State replied.
 - 3. Department of Education, Treasurer's Office, and the Attorney Generals Office did not reply.
 - 4. Electrical Division has not implemented any safety programs.

- vi. Dennis Carraher will work on getting the Electrical Division safety issues addressed. If he is not able to make any progress on his own he will file an official complaint with the Safety Committee and we will move forward from there. If Dennis Carraher does file an official complaint he must provide documentation and proof that the Electrical Division is not following proper safety procedures.
- vii. Shereece Dendy will reach out to Troy Paisley with COOP to see how we can support each other.

V. Other

- a. Gold's Building
 - i. Fire alarms are not working properly. Circuit breakers are tripping. Complaints about the building are being ignored.
 - ii. The agencies in the building need to contact the State Building Division to advise there is a problem with the lease.
- b. Atrium Building
 - i. Department of Administrative Services did an independent air quality inspection. There are no issues with the building that would cause respiratory symptoms.
 - ii. Multiple air quality inspections have been returned and they all say the same thing. There are no issues with the air quality.
- c. Schedule 2018 Statewide Safety Committee meetings and reserve rooms.

VI. Adjourn

- a. The meeting was adjourned at 10:39 a.m.

Minutes submitted by: Julie Lowry

Key: (M) = Management Member, (L) = Labor Member, (V) = Volunteer/Visitor