

State of Nebraska Safety Committee

Meeting Minutes

March 22, 2016

Present: Shereece Dendy (M), Dave Bartko (V), Todd Falter (M), Kevin Petska (L), Grant Johnson (M), Kerry Thompson (L), Deb Home (L), Dennis Carraher (L), and Sandra Nash (V).

Next meeting: May 24, 2016 from 9:00 – 11:00 at 1526 K Street, 4th Floor Conference Room D Hearing Room, Lincoln

I. Announcements

Shereece Dendy called the meeting to order at 9:05 a.m. and roll call was taken.

Shereece Dendy announced that the link to the Safety Committee is now on Risk Management's website. It will contain the Charter and approved minutes, a List of the Committee members, and a "suggestion box" where employees can send an email with their concerns, suggestions, etc. The emails can be anonymous if the sender so chooses. The emails will only go to Shereece Dendy and to Kevin Petska and they will then share them with the Committee. Currently there is no way to track the suggestions on the website, but Kevin will keep track of them as they come in via a spreadsheet, and they will be numbered, starting with number one. Everyone is encouraged to let their co-workers know about the website. Shereece will send an email to the Directors of all of the agencies informing them of the website and it will be up to the Director of each agency if and how they choose to disseminate that information to their employees.

Two members have left the committee, Blane Osterman, who will be replaced by Carrie Williams, and Rueben Onofrei.

II. Approval of minutes from last meeting

The Committee voted unanimously to approve the minutes with no changes from the January 26, 2016 meeting.

III. Discussion

- a) The Charter was reviewed and the Committee voted unanimously to approve it.
- b) Members continued presenting their findings from the agencies they were assigned to contact regarding the type of safety programs/committees that they have in place.
 - a. Kevin Petska has been assigned the Department of Health & Human Services, Volunteer Service Commission, Department of Roads, Veteran's Services, Electrical Division, and the Community College System. He did not bring his notes to this meeting, but will report at the next meeting.

- b. Dennis Carraher reported that the Attorney General wanted the request for information in writing, which he provided. However, they still have not responded. The Auditor responded that they have a safety policy and emergency plan in place. They do not have any safety or first aid training. But they do have fire and tornado drills when the State has drills. The Treasurer's Office does not have a safety policy, but they do have an emergency plan. They have safety training, but no first aid training, and they do have fire and tornado plans and drills.

- c) The Committee discussed their next steps. The Committee has decided to take the Basic Program Guidelines that is in the binder and modify that document for the Committee's guidelines to be forwarded to the agencies with a cover letter. Everyone will read through the entire document and bring their suggestions to the next meeting to discuss. Dave Bartko will prepare a checklist to be provided to the agencies that they can use to determine which sections of the guidelines apply to their agency. Todd will work on a flyer and Shereece will do an email to get out before the next meeting.

IV. Adjournment

Shereece Dendy adjourned the meeting at 10:45 a.m.

Minutes submitted by: Sandra Nash

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