

**Statewide Safety Committee
Meeting Minutes
May 24th, 2016**

Present: Shereece Dendy (M), Dave Bartko (V), Kevin Petska (L), Eric Sergeant (M), Grant Johnson (M), Kerry Thompson (L), Deb Home (L), Dennis Carraher (L), Karen Girch (L), Carrie Williams (M), Anne McGrath (V)

Next Meeting: July 26th, 2016 from 9:00 – 11:00 AM at 1526 K Street, 4th Floor, Hearing Room 4D

I. Announcements

Shereece Dendy called the meeting to order at 8:58 AM and roll call was taken.

There are two new Safety Committee members: Carrie Williams represents management and Anne McGrath is a volunteer. Dave Bartko, representing AON, joined us on the telephone.

II. Approval of Minutes

The Committee voted unanimously to approve the March 22nd, 2016 meeting minutes with no changes made.

III. Discussion of Open Issues

Updates on Agency Safety Preview:

- Kevin Petska reported that he would be faxing his updates to the ORM.
- Karen Girch presented the Nebraska Real Property Appraiser Board Handbook. She reported that a safety policy, an emergency plan and a fire/tornado drill are all included the Nebraska Real Property Appraiser Board Handbook (attached).
- Karen also reported that the University of Nebraska has plans in place. These can be accessed through four links:
 - [Emergency](http://emergency.unl.edu/) (UNL - <http://emergency.unl.edu/>),
 - [Emergency Management](http://www.unk.edu/offices/emergency_management/index.php) (Kearney - http://www.unk.edu/offices/emergency_management/index.php),
 - [Emergency](http://www.unomaha.edu/emergency/index.php) (UNO - <http://www.unomaha.edu/emergency/index.php>), and
 - [Security](http://unmc.edu/aboutus/security/index.htm) (UNMC - <http://unmc.edu/aboutus/security/index.htm>).
- Deb Home reported on her agencies, but Anne failed to note her report. Deb will be emailing her results.

Statewide Safety Committee Flyer:

Shereece presented the Nebraska Statewide Safety Committee flyer for review. The pictures were unusable, as they may be copyrighted materials. She will obtain some tornado pictures from DAS that we can use. Kevin Petska volunteered to take some pictures as he travels Nebraska's highways. Dave

Bartko mentioned that Statewide is misspelled in the upper right corner. Send your pictures to Shereece; she will add them, correct the spelling error and interoffice new copies to everyone.

Modification of *Statewide Committee Basic Program Guidelines*:

Next, the Committee worked to modify the Statewide Committee Basic Program Guidelines. Some of the bullet points are:

- We need to act on all suggestions made by the State of Nebraska employees and agencies.
- The Safety Committee recommends using OSHA as a minimum standard.
- The State of Nebraska needs to implement suggestions for improvement.
- We will add a Glossary of Terms at the end of the Program.
- The question arose, “What can small agencies do?” “How does a small agency establish a committee?” A committee, per se, is perhaps not needed, but should at least be part of the discussion. We should address the smaller agency in our Program Guidelines:
 - Begin with a meeting,
 - Make suggestions,
 - Address concerns,
 - Forward those concerns to a supervisor and
 - Contact the Statewide Safety Committee.

Due to time constraints, it was necessary to end the work on the *Statewide Safety Committee Basic Program Guidelines* at the top of Bloodborne Pathogen Program, page 14.

IV. Action Items

- 1) Shereece will look into “employee access.”
- 2) Shereece will look for PPE (Personal Protective Equipment) assessment.
- 3) Deb Home will take the lead on active shooter information.
- 4) Eric Sergeant will provide a summary for a tornado action plan.
- 5) Anne McGrath will research OSHA and why the State of Nebraska is exempt from its regulations.
- 6) Shereece Dendy will provide fire, PPE, employee access, and exposure information and forms.
- 7) Grant will deliver more information on hazard communications.
- 8) Karen will supply information about bloodborne pathogens.

Everyone is asked to send their information to Anne (anne.mcgrath@nebraska.gov) about June 24th, one month from today’s meeting.

Shereece asked that pictures for the flyer be sent by Friday, May 27th.

V. Adjournment

Shereece Dendy adjourned the meeting at 10:58 AM.
Minutes submitted by: Anne McGrath