

## POLK COUNTY SAFETY ADVISORY COMMITTEE MINUTES

**Thursday, July 19, 2007, 2:30 PM**  
**West Conference Room, Government Center**

**In Attendance:** Pat Schmidt (Chair), Andrea Jerrick (Safety Coordinator), Ruth Yira, Debbie Peterson, Ray Joy, Mike Voltz, Darlene Kusmirek, Jeff Rettig - Aegis

**Absent:** Judy Glenna, Steve Mullenbach, Roxanne Malum, Steve Warndahl

**Call to Order:** 2:35 pm, in the West Conference Room of the Government Center

**Motion (Peterson/Voltz) to approve the agenda as presented. Motion carried by voice vote.**

**Safety Training Program:** Jeff Rettig is arranging for the HR department to have access to on-line safety training programs available through Aegis, as well as suggesting other websites with on-line & power point safety training. Ruth Yira stressed the need to provide blood borne pathogens training annually to all employees with possible exposure.

**Hearing Conservation Program:** Plans to revise policy regarding hearing conservation to fit the needs of Polk County, and to post in our Highway Department, Recycling Center, and Lime Quarry. Plans would also include annual training proper practices/procedures for employee in these departments. Jeff Rettig from Aegis will provide the County with a Sound Level Meter to use at each location.

**Lock Down Procedures & Training:** The Committee discussed developing lock down protocol for the Justice Center and the Government Center, with plans to continue to build protocol for other Polk County Government Location. It was noted that the Adult Development Center has its own plans. Debbie Peterson stated there is currently remote lock down access available to her, but will find out how the lock down process can be made available through her office. One of the first steps in the creation of a Lock Down Procedure would be to identify the various weaknesses within the buildings and to create an effective chain of command. To assist in creating a lock down plan for our County, Ray will gather policies from local schools, and Darlene will research other public identities to see what procedures they have in place.

**Workers Compensation Issues/Update:** Andrea Jerrick summarized 2005 through current. The paid & reserves from 2005 were \$90,885. In 2006, the total was \$165,000:\$109,000 being subrogated. Currently in 2007 the total is \$3,600. Discussion included the opportunity to lower expenses by creating a policy on return to work, and structure of modified job duties.

**Other Safety Issues:** Training regarding Violence in the Workplace will be available in January/February. Jeff Rettig will notify us with date and location.

**Next Meeting:** September 25, 2007 at 2:30 pm.

**Motion (Voltz/Peterson) to adjourn. Motion carried by voice vote. Meeting adjourned at 3:50 pm.**