

HEALTH & SAFETY COMMITTEE MEETING

MARCH 8TH, 2023 AT 2:30 P.M.

ROOM 250

Please use the following link to view this meeting remotely
<https://www.youtube.com/channel/UCjwHFloW13M224SgVU95Ifg>

Call to Order

Citizen Comment

Approval of Minutes from Previous Meeting

Old Business

- Emergency Guidelines/Safety Procedures Flip Chart

New Business

- 2023 Blood Drive
- 2023 Defensive Driving Course – 2/9, 2/21, 2/22 & 3/2. Attended by 111 employees
- 2023 Tornado Drill
- Safety Incentive – Quarterly Participation Drawing - \$25
- Employee Assistance Program (EAP)

Workers' Compensation Incidents – Report Only NOT Included

This Year 12.1.2022– 11.30.23	Last Year 12.1.21 – 11.30.22
February 2023 – 2 claims reported	February 2022 – 2 claims reported
2023 Year to Date – 5 claims reported	2022 Year to Date – 4 claims reported

Safety Concern Submissions

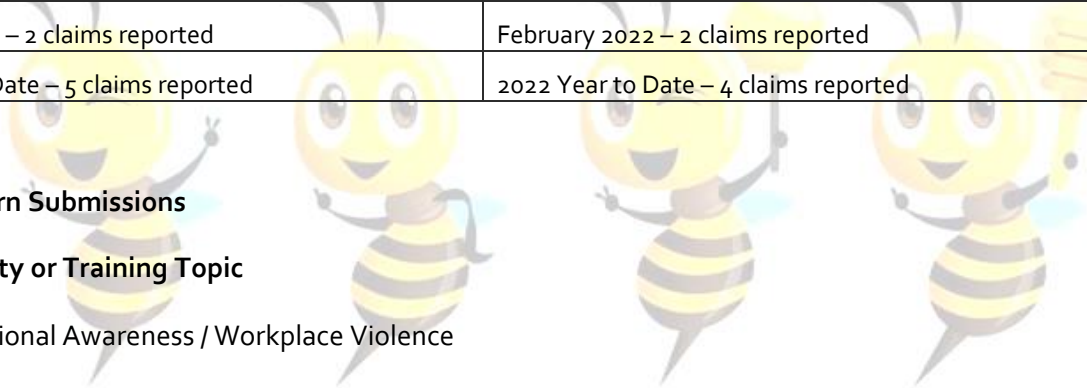
Monthly Safety or Training Topic

- Situational Awareness / Workplace Violence

Employee Open Floor

Next Meeting: Wednesday, April 12th, 2023

Adjournment



Safety & Health Committee March 8, 2023

A meeting of the Safety & Health Committee was held on **March 8, 2023** in Room 250 with the following members present: Board Members Present: Doug Stockley, Dave Torres, William Brown, Michael McEmery, Matthew Slager and Tony Tooley. Absent: Joe Witczak.

Holly Pabian – Recorder’s Office
Monica Strzalkowski – Health Department
John Dyke – Sheriff’s Dept
Melissa Trujillo – Central Services
Abbie Krafft – Assessment Office
Tracy Obos – Central Services
Jake Holland – Detention Home
Julie Ziel – HR Department
Laura Braasch – CCMSI

Maryann Kettman – Highway Department
Bob Kaminski – Maintenance Department
John Hagg – I.T. Department
Lisa Dahl – School Health
Keri Donahue – County Clerk
Jessica Haywood - ROE
Jennifer Gende – Auditor’s Office
Fred Moore - EMA

Doug Stockley called the meeting to order at 2:30 pm.

Motion by Michael McEmery 2nd by William Brown to approve the minutes of the prior meeting. Aye-all. Nay-o. Motion Carried.

Old Business:

- Emergency Guideline/Safety Procedures Flip Chart – Fred presented to the committee the first printing of the flip chart. The committee discussed additional changes.
- 2023 Blood Drive – Fred discussed possible dates with the committee.

New Business:

- Defensive Driving classes – 4 sessions were held for 111 employees.
- 2023 Tornado Drill – Fred alerted committee representatives to expect a tornado drill within the month of March. He advised all departments should review Section 8.1 Emergency Procedures: Tornadoes located in the LaSalle County Safety Policy & Procedures Manual.
- A winner was selected for the 1st Quarter SafePersonnel Safety Incentive. Number 527 was randomly selected. Thomas Bradley won a \$25 Amazon Gift Card.
 - 287 employees completed Winter Driving
 - 200 employees completed Slips, Trips, Falls
 - 162 employees completed SDS/Safety Data Sheets
- Employee Assistance Plan (EAP) – Julie Ziel distributed information on the County’s EAP. It was discussed the plan is available to all employees and immediate household members and is completely confidential. The committee also discussed several scenarios/topics of how an EAP can help. Steps on how to access the plan was also distributed.

Departmental Incident Report:

- February 2023 – 2 claims reported compared to February 2022 – 2 claims reported
- YTD 2023 – 5 claims reported compared to YTD 2022 – 4 claims reported

Safety Concerns Submissions:

- No concerns were submitted

Employee Open Floor:

- No additional discussion from the committee

Monthly Safety Topic:

- March Monthly Safety Topic – Workplace Violence – Awareness & Prevention

Announcement of Next Meeting: The next meeting is scheduled for April 12th, 2023 at 2:30 pm in Room 250.

Motion by Michael McEmery 2nd by Dave Torres that the meeting adjourn. Aye-all Nay-o. Motion Carried.

Minutes prepared by Julie Ziel

**BEE ALERT AND YOU
WON'T GET HURT!**



Reports And Handouts

BEE ALERT AND YOU
WON'T GET HURT!



WORKPLACE VIOLENCE

LaSalle County is committed to preventing violence in the workplace. In order to keep our workplace as safe as possible, please observe the following guidelines:

Identifying Your Risk

Workplace violence can include actions or words that threaten or harm you, and cause you to believe that you may be in danger. Examples include the following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes you to feel unsafe (e.g., bullying or sexual harassment)

Staying Safe

- Participate in all safety training and apply the knowledge learned to your everyday job.
- Review and comply with all company safety procedures and precautions.
- Share any suggestions for making our workplace safer with your supervisor.
- Report all violent incidents immediately and accurately, regardless of whether the violence is between an employee and a client or customer, or between multiple employees. Even if you are not involved, be sure to report incidents that you witness.
- Call 911 immediately if the violent incident is serious. After help has arrived, be prepared to discuss what happened with both authorities and company officials.
- Report behaviors such as threatening, bullying, stalking or harassing. If it is ongoing, it is helpful if you document each occurrence.
- Let your supervisor know if you ever feel threatened or nervous, or would like additional security measures to be put in place.
- Report any worrisome or distinguishable changes in a co-worker's behavior to a supervisor, as this could be a precursor to workplace violence.
- Remember, you will never be penalized for reporting violence, whether you are a victim or a witness. The company will observe complete confidentiality. Our concern is for the safety of all employees.

For more information on preventing workplace violence, consult your supervisor.

Loss Report 2023

DEPARTMENTS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	YTD TOTALS
Nursing Home													0
Maintenance	1												1
Health Dept.													0
Highway Dept.	1		1										2
Sheriff's Office													0
Sheriff's Office / Jail	1												1
County Parks													0
Central Services													0
Assessor													0
Animal Control													0
Circuit Clerk													0
State's Attorney													0
County Clerk													0
Schools Services													0
Office of Education													0
Auditor													0
HR/County Board													0
Recorder													0
Treasurer													0
Coroner													0
Probation Dept.													0
708 Board													0
EMA													0
Env. Services													0
I.T.													0
Detention Home													0
Court Services			1										1
2023 Totals	3	0	1										5
2022 Totals	1	1	2	1	0	2	1	1	1	1	1	0	12
2021 Totals	3	1	3	1	4	0	1	4	2	4	3	0	26
2020 Totals	2	2	1	1	0	2	3	4	2	2	1	0	20
2019 Totals	4	1	3	5	0	1	2	5	2	1	2	1	27
2018 Totals	5	8	2	1	3	2	1	2	6	0	3	0	33

2017 Totals	3	3	5	1	0	0	6	2	2	6	0	1	29
2016 Totals	3	9	3	5	6	4	11	6	7	8	5	0	67
2015 Totals	2	6	4	1	2	2	6	6	3	4	2	4	42
2014 Totals	4	4	6	5	6	3	7	8	4	3	3	4	57
2013 Totals	5	4	6	6	7	4	1	4	4	3	4	1	49
2012 Totals	6	6	5	2	4	7	4	2	4	5	4	1	50
2011 Totals	4	5	3	1	7	7	8	6	6	3	7	5	62
2010 Totals	5	5	1	3	4	4	6	4	5	2	2	8	49

Department	Defensive Driving 2/9/23	Defensive Driving 2/21/23	Defensive Driving 2/22/23						
Animal Control									
Auditor									
Circuit Clerk									
Central Services									
Coroner	4	2							
County Clerk									
County Board									
County Parks			2						
Court Services									
Detention Home									
E911									
EMA		1	1						
Environmental Services	1	1	1						
Health Department	11	6	11						
Highway Department									
Human Resources									
IT									
Jury Commission									
Maintenance Dept.	2	3							
Mental Health									
Nursing Home	3	2							
Probation Department	6	9	10						
Public Defender									
Recorder	1								
Reg. Supt. Of Schools	2								
School Health Services									
Sheriff									
States Attorney									
Supv. Of Assessment		2							
Treasurer									
Veterans Assistance									
Union Representative									
CCMSI									
Totals	30	26	25						