

# HEALTH & SAFETY COMMITTEE MEETING

APRIL 12<sup>TH</sup>, 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
- 2023 Blood Drive

BEE ALERT AND YOU  
WON'T GET HURT!

New Business

- Tornado Drill Results

Workers' Compensation Incidents – Report Only NOT Included

This Year 12.1.2022– 11.30.23	Last Year 12.1.21 – 11.30.22
March 2023 – 2 claims reported	March 2022 – 1 claim reported
2023 Year to Date – 7 claims reported	2022 Year to Date – 5 claims reported

Safety Concern Submissions

Monthly Safety or Training Topic

- PPE: Personal Protective Equipment

Employee Open Floor

Next Meeting: Wednesday, May 10<sup>th</sup>, 2023

Adjournment



## Safety & Health Committee April 12, 2023

A meeting of the Safety & Health Committee was held on **April 12, 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.

Karen Miller – Recorder’s Office	Maryann Kettman – Highway Department
Monica Strzalkowski – Health Department	Bob Kaminski – Maintenance Department
John Dyke – Sheriff’s Dept	Jenny Peters – Circuit Clerk’s Office
Delie Lingenfelter – Central Services	Lisa Dahl – School Health
Nora Ramey-Kammer – Assessment Office	Jen Ebner – County Clerk
Tracy Obos – Central Services	Jessica Haywood - ROE
Jenn Stipp – Treasurer Department	Jennifer Gende – Auditor’s Office
Lauren Grumieaux – Environmental Services	Rebecca Holcman – Probation Department
Tom Walsh – County Board	Don Jensen – Board Chairman
Fred Moore – EMA	Laura Braasch – CCMSI

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

**Motion by Tony Tooley 2<sup>nd</sup> by Michael McEmery to approve the minutes of the prior meeting. Aye-all. Nay-o. Motion Carried.**

### Old Business:

- Emergency Guideline/Safety Procedures Flip Chart – Fred stated he continues to work with the Sheriff’s Department on policies.
- 2023 Blood Drive – Fred confirmed the Blood drive is scheduled for Friday, June 30<sup>th</sup>, 10a-3p. He reminded all to register, as it is important to keep numbers up to avoid cancellation or denial of future events.

### New Business:

- 2023 Tornado Drill – Fred reviewed with the committee the results from the March 22<sup>nd</sup> tornado drill. He reiterated during a drill, not every phone will receive the alert. To save on costs, the drill will only notify those phones added to the Departmental List. Had this been a real event, all phones in the Emergency Alert System (EAS) would have received the alert. Some departments that did not participate in the drill stated they didn’t receive notification, but call records suggest otherwise. Fred addressed the lack of phones while court is in session. An agreement was reached with the Sheriff’s Department to notify bailiffs should an alert be issued while court is in session. The delay in the recording was discussed as some departments thought the call was a telemarketer. Fred also stated he received confirmation of participation from the Highway Department.

### Departmental Incident Report:

- March 2023 – 2 claims reported compared to March 2022 – 1 claim reported
- YTD 2023 – 7 claims reported compared to YTD 2022 – 5 claims reported

### Safety Concerns Submissions:

- A safety submission was received regarding the south entrance on the first floor of the Governmental Complex; outside of the County Clerk’s office. The door doesn’t always latch. Bob Kaminski stated the issue has been resolved. He also asked employees to stop using a rock to prop the door open. Doing this leads to issues due to the tension put on hinge springs and latches. Fred also advised safety submission responders

to first contact the maintenance department if the issue is maintenance related. Bob remarked the easiest and preferred method of contacting the maintenance department about an issue is by using the "work order form".

#### **Employee Open Floor:**

- Monica Strzalkowski, Health Department, stated the Health Department is requesting full fire extinguisher training, in person and with extinguishers. Illinois Valley Fire currently services our fire extinguishers. Bob Kaminski will reach out to inquire on possible training. The committee also discussed County wide extinguisher training, as well.
- MaryAnn Kettman, Highway Department, inquired on active shooter training for the Highway Department. John Dyke, Sheriff's Department, advised they now have two School Resource Officers (SRO) who can now train departments on active shooter. He will inquire with Sheriff Diss and follow up with dates and times.

#### **Monthly Safety Topic:**

- April Monthly Safety Topic – PPE Personal Protective Equipment. Laura presented a PPE checklist detailing best practices. She reviewed safety glasses, demonstrated proper ear plug use and proper glove removal. She also demonstrated shoe examples and how a hair tie can keep you safe. Lisa Dahl advised most insurance plans will also cover prescription safety glasses.

**Announcement of Next Meeting:** The next meeting is scheduled for May 10<sup>th</sup>, 2023 at 2:30 pm in Room 250.

**Motion by Tony Tolley 2<sup>nd</sup> by William Brown that the meeting adjourn. Aye-all Nay-o. Motion Carried.**

Minutes prepared by Lisa Dahl / Julie Ziel



# Reports And

BEE ALERT AND YOU  
WON'T GET BURNED

# Handouts



## 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				1									1
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.				1									1
708 Board													0
EMA													0
Env. Services													0
I.T.													0
Detention Home													0
Court Services			1										1
2023 Totals	3	0	2	2									7
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 3/2/23	Tornado Drill* 3/22/23							
Animal Control									
Auditor									
Circuit Clerk									
Central Services									
Coroner									
County Clerk									
County Board									
County Parks									
Court Services									
Detention Home									
E911									
EMA									
Environmental Services									
Health Department									
Highway Department	30								
Human Resources									
IT									
Jury Commission									
Maintenance Dept.									
Mental Health									
Nursing Home									
Probation Department									
Public Defender									
Recorder									
Reg. Supt. Of Schools									
School Health Services									
Sheriff									
States Attorney									
Supv. Of Assessment									
Treasurer									
Veterans Assistance									
Union Representative									
CCMSI									
Totals	30	*Participants not counted							

# CHECKLIST | PERSONAL PROTECTIVE EQUIPMENT

Presented by CCMSI

Date:

Review conducted by:

Review the following OSHA checklist to determine the effectiveness of your personal protective equipment (PPE) program. Questions answered "no" indicate the need for immediate corrective action.

GENERAL BEST PRACTICES	YES	NO	N/A
Are you assessing the workplace to determine if hazards that require the use of PPE (e.g., head, eye, face, hand or foot protection) are present or are likely to be present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hazards or the likelihood of hazards are found, are you selecting and having affected employees use properly fitted PPE suitable for protection from these hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee been trained on PPE procedures, such as what PPE is necessary for a job task, when they need it, and how to properly adjust it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who need corrective lenses (e.g., glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See OSHA standard 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats provided and worn where danger of falling objects exists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats inspected periodically for damage to the shell and suspension system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive or poisonous substances, falling objects, crushing or penetrating actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are approved respirators provided for regular or emergency use where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all PPE maintained in a sanitary condition and ready for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have eyewash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials? Where special equipment is needed for electrical workers, is it available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**CHECKLIST** | PERSONAL PROTECTIVE EQUIPMENT

Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate procedures in place for disposing of or decontaminating PPE that has been contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For additional risk management guidance, contact us today.

*Source: OSHA*

