



# CITY OF HELENA

## SAFETY COMMITTEE MEETING MINUTES

The City of Helena Safety Committee met on Tuesday, September 13, 2016 at the Wastewater Interpretive Building from 1:30 PM – 2:45 PM.

### Members Present:

Ciarra Krantz – Human Resources  
James Fehr – Human Resources  
Carrie Hahn – Administrative Services  
Daren Ferguson – Water Treatment (*for Jason Fladland*)  
Brandi Dalton – Shop, Bus, Streets & Traffic  
Maggie Brownlee – Police  
Tim Nickerson – Parking  
Troy Sampson – Community Facilities

### Members Absent:

Ken Wood – Fire  
Fred Irby – Wastewater Treatment  
David Johnson – Parks & Recreation  
Eric Sinclair – Solid Waste

### Guests:

No guests were present.

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The meeting was called to order at 1:30 p.m.

### Minutes:

No meeting minutes were reviewed.

### New Business:

Since this was Ciarra's first Safety Committee meeting each member introduced themselves. It was mentioned that meeting attendance has dwindled. James will be discussing the importance of having a Safety Committee member present from each department at the next Director's meeting.

The Department of Labor and Industry (DLI) conducted an inspection of the Ten Mile and Missouri River water treatment facilities on 9/8/16 with Jason Fladland, Joe Edwards, and HR. As a result of the inspection, documented trainings for specific tasks/equipment (i.e. fork lifts, ATVs, skid steers) may be required. HR will be looking into the specific requirements and will follow up with each department as needed.

The structure and processes of the Safety Committee was discussed including safety policies, meetings, inspections, budgets, and trainings. It was decided that meetings would take place every other month in an effort to keep safety top of mind and to address safety concerns. Internal safety inspections will be completed annually per department. HR will be available to assist with inspections and follow up as needed. Safety training ideas were shared such as safety "scavenger hunts", slip and fall prevention supplies, active shooters, self-defense, evacuation drills, etc.

Ciarra presented the worker's comp "pink packets" that will be utilized for on-the-job injuries. The packets consist of instructions on what and how forms need to be completed along with the updated forms. The Committee reviewed the packets and provided feedback. Training will be created and then delivered at each department. The safety policy will need to be updated with the worker's comp "pink packet" process. A return to work program will also need to be included.

### Follow-up:

James will discuss the importance of having a Safety Committee member present from each department at the next Director's meeting.

Ciarra will follow up with progress on the DLI inspection and inform departments if further training documentation are required. Ciarra will conduct training for the worker's comp "pink packets" upon completion and will be working on the safety policies.

**Other Business:**

No other business was discussed.

**Next Meeting:**

A revised meeting schedule will be sent out to all Safety Committee members. The meetings will continue to be scheduled for Tuesdays at 1:30 pm but locations will vary.

The meeting adjourned at 2:45 p.m.