

SANGAMON COUNTY WORKPLACE SAFETY BOARD

April 26, 2011

Members Present: Brad Burnett, Mark Kinnaman, Tim Krell, Dave Mendenhall, Paul Palazzolo, Robert Salmon, Kevin Steelman, Colleen Swaim

Members Absent: Clyde Bunch, Mike Long

Others Present: Denise McCrady, Joni Ryan, Charlie Stratton

Kevin Steelman called the meeting to order at 1:35 p.m.

A copy of the Letter of Notification was handed out for review by all Board members. It was determined that an additional line needed to be added stating that "the supervisor and/or employee may be asked to appear before the Workplace Safety Board and/or they may be asked to complete a questionnaire". A motion to accept the Letter of Notification with the additional wording was made by Dave Mendenhall and seconded by Brad Burnett. Motion carried.

Once the letter has been edited, it will be sent to the first ten (10) cases reviewed at the March 29, 2011 meeting and to the ten (10) cases reviewed at today's meeting. It was also decided that for security purposes, that the case files presented to the Board members at each meeting will be collected at the end of the meeting and then destroyed. At that time, case files were presented to each Board member. After reviewing each case file, it was determined that additional information will be needed for Case 15, 18, 19, and 20.

While reviewing the case files, the following questions/thoughts were mentioned: what constitutes a "minor injury", should medical attention be required, and if not, can the employee be requested to sign a release/waiver, are Hepatitis/immunizations required for employees, what is the process once a claim is filed, does the County supply safety equipment (i.e., safety goggles, eye wash stations). It was also thought that IPRF can give direction on how to complete and properly "word" the documents, change the supervisor's report to include possible witnesses to the incident, provide supervisor training. D. McCrady will make contact with IPRF/CCSMI to answer these questions/concerns.

Chair K. Steelman also asked if a report can be generated that would list the number of claims by department and the number of claims that sought medical treatment. This report will be made available starting at the May 31 meeting.

A motion to adjourn was made by Tim Krell and seconded by Mark Kinnaman. Motion carried.