



Needham Risk Management Resource Group, LLC
Competence ▪ Ethics ▪ Integrity ▪ Results

**Warren County Worker's Compensation Participant
Safety and Health Update
April 3, 2009**

1. Needham Risk Management has restructured the safety programming systems that Warren County owned facilities currently use to deal with issues concerning safety. The new structure will consist of two separate committees, the Safety Steering Committee and the Employee, Safety and Health Committee. It is widely accepted in the field of safety and health that this configuration, with proper support, can foster in all employees, interest and dedication to create a safe and productive workforce that suffers from fewer injuries. In order to facilitate the new committee structure, Needham Risk Management has developed a County Safety Policy that pertains to all departments within the County. This document outlines the changes that are already in the process of being implemented.

Todd Lunt, Director of Human Resources and County Safety Officer, is currently determining the Employee Safety and Health Committee members in conjunction with department supervisors. It will be composed of a diverse group of employees with varying responsibilities and functions within the County. It is the responsibility of this committee to examine loss and accident reports. Furthermore they will discuss safety and health programming, training programs, and issues that impact employee safety and health. Minutes will be generated and shall include formal recommendations; these will go to the Steering Committee. The Steering Committee will determine the feasibility of these recommendations and make a formal response.

The former safety committee, which consisted of various department supervisors and key personnel, is now titled the Safety Steering Committee. The committee's primary responsibilities are to identify compliance and employee safety and health issues that impact the organization, and assign a responsibility to available resources, e.g. Employee Safety and Health Committee and/or Safety and Health Consultant. Additionally they will review the findings and recommendations of the Employee Safety and Health Committee and make recommendations to the Insurance Committee or Board of Supervisors for appropriate follow through or to participant employers.

These committees will soon begin to meet in order to discuss issues important to safety and health and to put in place training or programs to resolve the issue. Needham Risk Management believes that this structure, in conjunction with upper management support, will allow for significant employee input into safety and health issues, and a management system that will allow for the prompt evaluation and implementation of feasible recommendations.

2. Needham Risk Management has met with many of the County's facilities including, but not limited to, the Department of Public Works (DPW), Countryside Adult Home and Westmount Health Center to show what services we can offer and determine what areas each individual facility needs assistance in. Upon initial

analysis of the County's accident and loss reports and the inherent dangers required of DPW employees, Needham Risk Management determined that DPW is an area that we shall concentrate a great deal of our initial efforts on.

Needham Risk Management met with the safety designee for the DPW, the highway foreman, to determine what the greatest areas of concerns were. Additionally, William Lamy, DPW Superintendent, and Brian Humphrey, Deputy Superintendent, conveyed to Needham Risk Management their desire to improve their already well established safety program. Recommendations have been made to Mr. Lamy as to the steps that need to be taken to achieve both Mr. Lamy's and Needham Risk Management's goal of improving the DPW's safety/compliance program and creating a safer work environment for the employees of the DPW. Employees of the DPW consistently work with many potentially hazardous pieces of equipment and in potentially hazardous work areas, thus it is the opinion of Needham Risk Management that a Personnel Protective Equipment (PPE) policy be implemented. Needham Risk Management is currently undertaking an analysis of employees and work areas in order to write a PPE policy that will conform to Occupational Health and Safety Association (OSHA), Personnel Protection Equipment Standard: 29 CFR-1910.132. Additionally, once the analysis and PPE policy are written, it is the intention of Needham Risk Management to conduct training on the need of PPE and how to utilize the various types of PPE that are required. Furthermore, Needham Risk Management shall also be working with the DPW to develop other much needed programs in order to bring the DPW into compliance, such as OSHA 29 CFR-1910.146 Confined Space Standard and OSHA 29 CFR1910.38 Emergency Action Plan Standard.

3. Needham Risk Management has responded to citations received by the Town of Horicon. On January 14th, 2009 the Horicon Town Garage received citations from the New York State Department of Labor, Public Employee Safety and Health Bureau. They received two serious citations regarding: 29 CFR 1910.147 Control of Energy Standard and 29 CFR 1910.304 Electrical Standards. In addition they also received two non-serious citations regarding: 29 CFR 1910.157 Portable Fire Extinguishers and 29 CFR 1910.1200 Hazard Communication program. It was determined at the initial meeting on January 29th, 2009 between Paul Smith Horicon Highway Superintendent, Mike Needham and Jeffrey Yelle of Needham Risk Management and Amy Clute, Self Insurance Administrator that it was not feasible to come into compliance within the allotted time frame given by the NYS Department of Labor due to the fact that it was winter and the highway department was occupied plowing. Needham Risk Management successfully worked with the Horicon Town Garage and the NYS Department of Labor to extend their abatement date forty-five days, which allowed for ample time to resolve the citations.

At the time of the initial meeting Mr. Smith had already made arrangement for outside contractors to come in and fix the violations pertaining to the electrical standard and portable fire extinguishers standard. Needham Risk Management worked with members of the Horicon Town Garage to begin building a Safety and Health Binder, which would contain a Hazard Communications policy and Energy Control policy. Needham Risk Management gathered the details that would need to be included in the required policies and wrote both policies. On February 17th, 2009 Needham Risk Management conducted a training session on hazard communication and energy control. On March 5th 2009, after the completion of the required steps needed to resolve the citations, Needham Risk Management made an additional site visit to assist in verifying that all citations had been completely abated and the Horicon Town Garage would not be subjected to a monetary fine upon the follow up visit from the New York State Department of Labor.

4. At the request of Dan Hitchcock, Johnsbury Highway Superintendent, Needham Risk Management is assisting Mr. Hitchcock in improving the Johnsbury Town Garage safety programs. Mr. Yelle has made two site visits to the Town Garage in order to gather information needed to update their hazard communication and energy control written programs. In addition, Mr. Needham is also scheduled to train the members of the Johnsbury Highway Department in energy control and hazard communications.
5. Needham Risk Management has begun to work with Barbara Taggart, Westmount Health Center Administrator, and is planning to update their Exposure Control Plan and Personnel Protective Equipment policy.
6. It is a priority of Needham Risk Management to conduct training sessions relevant to a majority of employers who participate in Warren County's self-insurance program. Needham Risk Management has conducted several highly attended training sessions. On March 5th 2009, Mr. Needham conducted a training session in the municipal center basement on OSHA 29 CFR 1904 Record Keeping standard. Additionally on March 27th 2009 Mr. Needham conducted training on Right to Know and Blood borne Pathogens. In order to educate employees and managers, and assist in developing safety culture, Needham Risk Management is running a day long workshop entitled "Conducting Workplace Safety Audits" at Adirondack Community College on April 27th. This is the first in a series of open enrolment workshops for Worker's Compensation participants that will assist in developing compliance and safety culture.
7. Needham Risk Management is currently examining the County's Worker's Compensation claims in order to find and determine trends of accidents that may be prevented by training or engineering controls.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Self-Insurance

DATE:

- (a) Purpose of Request: Changing the format of the Warren County Safety Committee.

- (b) Details: Amending R74 of 2004, changing the number of members and the structure of the Safety Committee. Establishing a Risk Management Steering Committee and an Employee Health and Safety Committee.

- (c) Previous Resolution Number: 74 of 2004

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A3621 Safety

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

Board of Supervisors

Support Services Committee (Insurance)

Risk Management Steering Committee

Insurance Administrator
Safety Consultant
County Administrator
DPW Representative
Westmount Representative
DSS Representative
Countryside Representative
Sheriff Representative
Health Services Representative
OES Representative
HR Director
Insurance Committee Representative

Employee Health and Safety Committee

HR Director
Safety Consultant
Employee representatives from various departments