



**City of Anacortes
Safety Committee Meeting
Date: 5/19/2022**

Location: Teams

Chairperson: Tristan Lucas

Secretary: Joan Pringle

Members in Attendance:

Garrett Hutsell, Fire Dept	Lynn Barber, HR	Tristan Lucas, Fire Dept
Shelly Jenson, Operations	Mia Starner, Library	Zabrina Nybo, Police Dept
Luke Taylor, Water Distribution	Joan Pringle, WTP	Dustin South, Parks
Jordan Davis, WWTP	Sylvia Cooper, WWTP	Eric Anderson, Museum

Departments Absent: Senior Center, Facilities, Solid Waste, Admin/IT/Fiber/Court, Fleet, Finance, Planning, Streets

- A. Meeting called to order at 1:32 p.m. (Tristan)
- B. April 21, 2022, meeting minutes approved (Tristan)
- C. Near misses/injuries (Roundtable)
 1. Fire Department (Tristan): Employee got something in eye while at (not participating in) rope rescue training. Went to ER to get it checked out, but it resolved itself. Eye protection was not required.
 2. WWTP (Jordan): Employee replacing equipment, was poked with sharp piece of metal. Due to worn equipment. No claim, just first aid. Solution – wear heavier gloves if not already.
 3. Police Department (Zabrina): At motorhome fire, ash fell on officer’s neck. Went to ER but they said did not need to be seen, not treated.
 4. Committee discussed problem with getting employees to use accident form on Laserfiche. Tristan will help Lynn come up with instructions on how to use form without a login.
- D. First Aid Kit Supply (Shelly)
 1. Issue with vender, Cintas, stocking department first aid kits with unnecessary items and billing high prices for them.
 2. Lynn will send a letter to Cintas clarifying what kits should have and not have; departments should get back to Lynn by May 31 to clarify their needs.

Per 2010 list of approved city items:

1 absorbent compress, 4 x 8 inches	Two 3x3 inch bandage compresses
16 adhesive bandages, 1x3 inches	One 4x4 inch bandage compresses
One roll of Adhesive tape, 5 yards long	One Chemical Cold Pack, 4x5 inch
10 single-use packages, .5 g. applications	Two roller bandages, two inches wide
6 burn treatment single-use packages, .5g. Application	One roller bandage, three inches wide
two or more pairs of medical exam gloves	CPR barrier device
4 sterile pads, 3x3 inches	Thermal space blanket (for shock)
One triangular bandage, 40x40x56 inches	Non-Aspirin
1 eye wash, 1 fluid ounce	Buffered Aspirin
1 eye covering (for two eyes)	Ibuprofen
Four 2x2 inch bandage compresses	

Per OSHA, kits should have:

1. Gauze pads (at least 4 x 4 inches).
2. Two large gauze pads (at least 8 x 10 inches).
3. Box adhesive bandages (band-aids).
4. One package gauze roller bandage at least 2 inches wide.
5. Two triangular bandages.

6. Wound cleaning agent such as sealed moistened towelettes.
7. Scissors.
8. At least one blanket.
9. Tweezers.
10. Adhesive tape.
11. Latex gloves.
12. Resuscitation equipment such as resuscitation bag, airway, or pocket mask.
13. Two elastic wraps.
14. Splint.
15. Directions for requesting emergency assistance.

E. BBP and First Aid Training (Sylvia)

1. Next First Aid class is June 15; another one will probably be in September
2. BBP training
 - a. done at same time as First Aid – every two years
 - b. On off years, need refresher such as WCIA class Sylvia has been sending out to employees who are due
 - c. Discussion on better or more department-specific training needed

F. Facility Safety Inspection form (Tristan)

1. Can be used to correct safety issues in individual departments
2. If not working, can send to safety committee to help out
3. Completed forms can be filed within individual departments
4. Send suggestions for forms to Tristan

G. L&I FIIRE Program Update (Tristan)

1. Staying with program even though person doing most of work left department
2. Attending meetings, filling out safety improvement forms

Time Adjourned ~ 2:30 p.m.

The next Safety Committee meeting will be Thursday, June 16, 2022, at 1:30 p.m.