



## **NORTHAMPTON COUNTY DEPARTMENT OF CORRECTIONS**

### **SAFETY COMMITTEE MEETING MINUTES**

**Tuesday, September 13<sup>th</sup>, 2016**

**9:45 – 10:30 am**

#### CALL TO ORDER

Chris called the meeting to order at 9:45 am.

#### SAFETY COMMITTEE MEMBERS IN ATTENDANCE

Joe Colon  
Matt Geer  
John Harmon  
James Kleinman  
James Kostura  
Conrad LaMont  
Chris Rothwell

#### COMMUNICATION OF SAFETY COMMITTEE MEETINGS & ACTIVITIES

Chris stressed the importance of documenting safety committee activities in the meeting minutes and communicating them to all employees. All employees are encouraged to read the meeting minutes and suggest ideas and ways to improve safety and safe work practices at the jail.

Joe will inquire about posting the meeting minutes on the County intranet. They will also be emailed to all employees with email accounts.

#### REVIEW OF RECENT ACCIDENTS, INJURIES & NEAR MISSES

The committee discussed the need to improve the communication of incidents and accidents to administration.



## ACCIDENT STATISTICS

Chris provided an overview of corrections injury data.

Through the end of August, corrections only had 10 lost time claims. There were 23 lost time claims in 2015, 29 in 2014 and 26 in 2013. Although this is an improvement year-to-date, there is always room for further improvement. Chris also reported that claims are lower for the county as a whole.

Chris will provide additional information related to the types of injuries at the next safety committee meeting.

Carl inquired about what has caused the recent reduction in claims. Chris explained that it is the result of several policy, program and cultural changes.

## ACCIDENT REPORTING/INVESTIGATIONS

Chris indicated that there is a current focus on improving the accident investigation process throughout the county. Supervisors are reminded complete the entire form and submit it to human resources in a timely manner.

## WELLNESS FAIR

Chris reminded the committee that the wellness fair is September 28<sup>th</sup>. Chris will have a booth with the third party administrator, ACS Claims Services. Safety materials will be available and all employees are encouraged to attend.

## OPEN DISCUSSION

Chris provided an overview of the Accident Repeater Counseling program that he and Edna Youngster implemented at Gracedale. This is an effective program to help employees with multiple accidents to develop an action plan to prevent recurrences.

Chris will forward a copy of the program to the committee members.



NEXT MEETING

The next meeting will be held on October 4<sup>th</sup> at 9:30 am.

ADJOURNMENT

The meeting was adjourned at 10:30 am.