



Le Sueur County, MN

Tuesday, February 21, 2017

Board Meeting

Item 5

9:50 a.m. Human Resources (10 min.)

Staff Contact:



Human Resources

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Cindy Westerhouse – Human Resources Director

HUMAN RESOURCES AGENDA ITEMS February 21, 2017

Recommendation to grant regular status to Jeremy Swenson, part time Compliance Specialist in Drug Court, effective February 17, 2017. Jeremy has completed the six-month probationary period.

Recommendation to approve and sign to renew the Le Sueur County Telecommute Agreement with Roxanne Braun-Billings, full time Team Lead Social Work, in Human Services, effective March 1, 2017 to March 1, 2018.

Recommendation to approve and sign a one-year contract between Le Sueur County and SafeAssure to provide OSHA compliance education and workplace safety training services.

Recommendation to approve the 2017 Le Sueur County Wellness Program Plan.

Equal Opportunity Employer

COMPARE CONTRACTS

- SafeAssure will review all of your current safety related programs, make recommendations/suggestions and update programs as needed to comply with "all current" OSHA regulations and statutes. SafeAssure will write any required OSHA safety policies that are not currently (if any) in place.
- Develop annual safety goals along with the Safety Committee. We will utilize the AWAIR format to accomplish this important element.
- Provide on-line safety training and complete documentation of individual employee training on AWAIR, Employee Right To Know-MSDS (includes PPE), Blood borne Pathogens (includes PPE), Ergonomics and Emergency Action Plan, for employees elected by management to do on-line training.
- Complete OSHA audits of facilities (buildings), record OSHA deficiencies, make corrective recommendations. Audits will include pictures of the deficiency noted.
- Meet with and be an advisor to the Safety Committee, review OSHA guidelines, recommendations etc.
- Provide answers to all and any OSHA question submitted by department supervisors (or other persons as allowed by management). Call us on the SafeAssure toll free number 1-800-920-SAFE.
- SafeAssure will assist in the event of a serious employee injury or death, and a SafeAssure employee will walk with you through an OSHA inspection. SafeAssure will be with you all the way through the inspection process, including a presence at the OSHA closing conference.
- All SafeAssure employees that conduct classroom training are individually trained by SafeAssure management on the subject matter they present prior to entering a classroom training situation. SafeAssure training management continually review OSHA regulations and statutes and confer with OSHA representatives on any revised or new regulation(s) or statute (s). Employee safety often times will involve A.N.S.I. and/or D.O.T. compliance regulations. SafeAssure management is continually researching and maintaining current laws that apply.
- We provide an "ALERT" system rather than a Newsletter. This system allows SafeAssure to quickly inform clients of a safety situation/danger or other information that is pertinent to the safety of employees and should be received in a timely manner.
- SafeAssure will provide the outside "Audit" and "Recommendation" paper work that is required when completing a "OSHA Safety Grant" request.
- Mediums utilized by SafeAssure include, on-line training which includes videos and the clients Specific OSHA safety programs, on-site training with power point, workbooks, videos and employee participation topical games.

"The SafeAssure Advantage"



The SafeAssure Advantage

- ◇ On-line Training Benefits *Which Includes:* (AWAIR, Employee Right to Know, Emergency Action Plan, Bloodborne Pathogens, Ergonomics, AED (Defibrillator) Video Training-We Show Your AED Instruction Video)
 - Avoid on-site training scheduling conflicts
 - More efficient—Employees view when they have time and in smaller increments
 - 100% attendance achievable (meeting OSHA requirements)
 - Tested on knowledge of subject
 - Employee training progress reports available to Supervisor
 - "First Day" New Employee Training
- ◇ Site Specific Employee Training-Hands On, Games, Audits
- ◇ Simulated OSHA Inspection of All Buildings and Worksites (Written Report & Recommendations)
- ◇ Site Specific Written Programs/Policies (Guaranteed-Annually Reviewed & Replaced)
- ◇ SafeAssure Assistance When OSHA Visits Your Entity
- ◇ Safety Committee Assistance/Attendance
- ◇ Workplace Hazard Analysis/Assessments
- ◇ SDS On-line Services—Site Specific
- ◇ Fastenal—15% Discount on all Products
- ◇ Assistance With All Your OSHA Needs

【 Call Us With Your OSHA Questions and/or Concerns 】

1-800-920-SAFE



ACCREDITED
BUSINESS

A+ Rating

Safeassure Training Topics. . .

The SafeAssure Advantage 1-800-920-SAFE

FULL LENGTH TRAINING

Training sessions will address ALL OSHA Standards/ Statutes for each topic listed below:

ANNUAL REQUIREMENTS ON-LINE TRAINING AVAILABLE ALL PERSONNEL

- A.W.A.I.R.
- Bloodborne Pathogens
- Emergency Action Plans
- Employee Right To Know (Damarco)
- Ergonomics/Proper Lifting

REQUIRED FOR AFFECTED PERSONNEL

- Confined Spaces
- Earthmoving Equipment
- Fire Extinguishers
- Forklift
- Hearing Conservation
- Lockout / Tag Out
- Personal Protective Equip.
- Chainsaw/Tree Trimming Safety
- Respiratory Protection
- Trenching / Excavation
- Cranes/Chains/Slings
- Job Hazard Analysis
- "SPECIFIC" Chemical Training

OPTIONAL PRIORITY TOPICS/TRAINING

- Cold Stress/Heat Stress
- Construction Safety
- Defensive Driving
- Electrical Safety
- Excavations
- Fall Protection
- OSHA Record/Keeping and Posters
- Safety Committees
- Slips/Trips/Falls
- Traffic Safety
- Workplace Violence

**THIS LIST IS NOT ALL
INCLUSIVE:
(IF THERE IS A TOPIC NOT ON THIS
LIST YOU WOULD LIKE
COVERED, PLEASE LET US KNOW).**

**ALL TRAINING IS
CUSTOMIZED TO FULFILL YOUR
TRAINING
REQUIREMENTS AND
SPECIFIC WANTS/NEEDS.**

OTHER RECOMMENDED TRAINING

- Asbestos
- Chemical Hygiene (Lab Safety)
- Emergency Response
- E.R.T.K. (Specific Chemicals)
- Fire Safety
- Grounds-Keeping
- Hazardous Spills
- Hazardous Energies
- Health Services
- Industrial Hygiene
- Industrial Safety
- Laboratory Safety
- Lead
- Machine Shops
- Mold Identification/Awareness
- METH Lab Awareness
- Office Safety
- Process Safety
- Scaffolds
- Silica
- Tree Trimming

SHORT SUBJECT TRAINING

Site-Specific Training sessions will be developed to enhance employee safety awareness within the topics listed below:

- Abrasive Blasting/Wheels
- Accident Investigation
- Aerial Lifts
- Back Safety
- Backhoes
- Bituminous Work
- Compressed Gas
- Compressed Air
- Construction Equipment
- Flammable Materials
- Generators
- Grinding Wheels

- Hand Safety
- Housekeeping
- Knife Safety
- Ladders
- Lead
- Lifting
- Machine Guarding
- Occupational Diseases
- Power Presses
- Power Tools
- Signs
- Street/Highway Maintenance

- Structural Steel Erection
- Tanks
- Valves
- Ventilation
- Walking & Working Surfaces
- Welding & Cutting

**SHORT SUBJECT TRAINING
CAN BE DEVELOPED TO FIT
INTO YOUR BUSY SCHEDULES.**

Le Sueur County Wellness Program Plan 2017

The purpose of the Le Sueur County Wellness Program is to improve the physical, mental, and social well-being of Le Sueur County employees. The overall goals of the program are healthier, happier employees with improved self-esteem, increased job performance, and decreased usage of sick days; leading ultimately to a lower health plan rate. The Wellness Program strives to provide multiple opportunities to involve employees as outlined in the plan below; specific authority for a wellness program provided under MN Statute 15.46.

February/March 2017

Indoor Walking Challenge. For those participating, providing a foot care package. Drawing for those participating of a water bottle with gauge and app to send to phone to remind you to drink water and wireless ear buds for music on the go.

March 2017

Speaker to present Topic: GRIT: Live your Life with Passion, Purpose, and Perseverance. Drawing at each session for a \$10 Subway gift card for those in attendance.

4-Week “MyPlate” Challenge for National Nutrition Month. \$10 Subway card will be given to all participants. Two overall larger prizes will be given away from these options: Miracle Gro-AeroGarden, Ninja Blender, Soda Stream machine, Keurig/coffee set, or Pressure Cooker.

April 2017

Speaker to present Topic: Ergonomics and Reducing Desk Stress. (2 sessions) Drawing at each session for a \$10 Subway gift card for those in attendance.

April/May 2017

Speaker from River Valley Running to help people prepare for upcoming walking challenge. Will discuss correct shoes, socks, how to deal with foot issues, and will provide gait analysis. A gift card to River Valley Running to be given away at each presentation.

May/June 2017

May 29 – June 30: “Let’s Get Moving” – 5-week walking challenge. Providing to all participants an initial welcome packet including: pedometer, walking socks, walking pamphlet, water, fruit, trail mix, SPF chapstick, and sunscreen. Each week a drawing will be held for all employees that reached their goal. Six prizes being given away: A River Valley Running gift card for new tennis shoes; A gift card to The Finish Line for tennis shoes; Yeti insulated water bottle; and 2 – Fit Bits. Employees that participated in all five weeks will receive a \$10 Subway gift card at the end. An overall prize of a River Valley Running gift card for tennis shoes will be drawn from the employees that made their weekly goals.

May-June-July-August-September 2017

“Mid-Week Pick-Up”: Providing to employees either fruit, vegetable, or nuts up to two times a month to allow employees to try different foods.

June 2017

Speaker to present Topic: Food Safety – grilling and camping season and keeping food safe by MN Extension Service. Providing individual freezer blocks to all employees that attend. Drawing for a meat thermometer to an individual attending each session (2).

July 2017

Picnic in the Park – Providing a healthy picnic lunch and showing options that employees can utilize at their own picnics and outdoor gatherings.

August 2017

Speaker to present Topic: Finance by EAP program. Drawing for \$10 Subway gift card at each presentation (2).

September 2017

Picnic in the Park – Healthy Brown Bag Lunches. Different ideas and food choices will be provided that can be used when packing lunches for kids and adults alike with school back in session.

“Keep Moving” – 4 week, 30-minute physical fitness challenge.

Providing to all participants an initial welcome packet including: reuseable cooling towel, gym sport waist bag, physical fitness pamphlet, water, fruit, trail mix, SPF chapstick, and sunscreen. Each week a drawing will be held for all employees that reached their goal. Four prizes being given away: A gift card to River Valley Running for tennis shoes; a gift card to The Finished Line for tennis shoes; Yeti insulated water bottle; and a Fit Bit. Employees that participated in all four weeks will receive a \$10 Subway gift card at the end. An overall prize of a River Valley Running gift card for tennis shoes will be drawn from the employees that made their weekly goals.

October 2017

Speaker to Present Topic: Stress (Seth Nelson – chiropractor).

Also incorporating a Stress-Less Challenge for 10 days. Provide a nutrition packet with dehydrated fruits and veggies. Drawing for essential oil diffuser and oils and 2 - massage gift card for participants.

October/November 2017

Intro to Yoga. Hire a Yoga instructor to provide a Yoga class, one day a week for 4 weeks for employees to try a different physical activity. Drawing for two yoga mats at the end of the four week session for those that participated.

November 2017

Provide healthy snacks to employees during the open enrollment process along with apples from local orchard.

December 2017

Provide healthy snacks during the busy holiday season when people normally reach for sweets.

January 2018

Speaker to present Topic: Setting your Goals for the New Year and How to Achieve Them! Also provide healthy snacks to start the new year.