

MINUTES
Personnel Committee
Colorado Springs Utilities Board
July 17, 2023

Committee members present via Microsoft Teams or Rosemont Conference Room:
Yolanda Avila, Dave Donelson, Michelle Talarico and Randy Helms

Staff members present via Microsoft Teams or Rosemont Conference Room: Travas Deal, Renee Adams, Tristan Gearhart, Natalie Watts, Mike Myers and Andie Buhl

City staff present via Microsoft Teams or Rosemont Conference Room: Renee Congdon and Ashley Hughes

1. Call to Order and Welcome

Committee Chair Yolanda Avila called the meeting to order at 10:00 a.m. Ms. Renee Adams, Chief Administrative and Human Resources Officer, read a statement regarding the Colorado Open Meetings Law and City Charter and stated that public comment would not be a part of the meeting.

2. Review of Minutes

The June 19, 2023 Personnel Committee minutes were approved for posting.

3. Safety and Health Strategic Initiative Overview

Mr. Mike Myers, Safety and Health Manager, reviewed the mission and vision of the safety and health department.

- Mission: To deliver trusted safety services and promote a culture of safety within the organization.
- Vision: Eliminating incidents and injuries.

Mr. Myers provided overviews of the five safety and health programs of work:

1. Contractor safety

- Aligns Springs Utilities' contractors with the organization's safety vision.
- Supports the safety program compliance as Springs Utilities' contractors are treated as an extension of the workforce.
- Since it is federal law, the controlling employer must exercise reasonable care to prevent and detect safety and health violations on the work site.
- As the host to numerous contractors at the organization's facilities, Springs Utilities has the responsibility to exercise reasonable care to ensure contractors perform work safely.
- Third party verification – construction safety program:
 - Displays overall contractor safety performance.
 - Provides increased in-depth review of contractors.

- Gives real-time updates, reviews and notifications.
 - Performs audits/assessments.
- 2. Field safety engineering
 - 90 years of combined professional experience in safety.
 - Technical and proactive approach to addressing the safety needs of employees and contractors.
 - Responsibilities:
 - Job hazard analysis
 - Incident reporting and investigations
 - Equipment standardization
 - Safety meetings
 - Safety training and committees
 - Site safety engagement
 - Ergonomics
 - Written safety program manual
- 3. Occupational health (clinic)
 - There is an on-site physician assistant, medical assistant and medical doctor at the health clinic who offer the following services for staff:
 - Coordination of care with specialists
 - Hearing conservation (custom ear plugs and hearing tests)
 - Respirator fit tests and clearance
 - Olfactory testing – natural gas
 - Lung function testing
 - Asbestos monitoring
 - Department of Transportation (DOT) exams
 - Wildland fire exams
 - Vision tests
 - Wellness rooms
 - Designated Authorized Treating Provider (ATP) for Springs Utilities and City of Colorado Springs employees as required by Colorado Workers Compensation Self-Injured regulations.
 - Philosophy:
 - Springs Utilities' employees are industrial athletes.
 - Treat to or better than the Colorado Workers Compensation guidelines.
 - Keep injured employees working within their capacity.
 - Employees need to be involved in their treatment.
 - Active case management.
- 4. Industrial hygiene
 - Practice of identifying workplace exposures hazardous to the acute or chronic health of employees.
 - Monitors the work environment for chemicals, particulates, noise, radiation and other hazards.
 - When exposures are identified, employees are placed in surveillance groups to track health status on an annual basis.

- Programs:
 - Confined space
 - Respiratory protection
 - Hazard communications (i.e. chemicals)
 - Hearing conservation
- 5. Data analytics
 - Safety index
 - Safety trend reports and presentations
 - Scheduled reports
 - Weekly log
 - Monthly medical monitoring compliance
 - Dashboards review and analyze:
 - Injuries and illnesses
 - Motor vehicle accidents (MVA)
 - Safety events (i.e. property damage, near miss)
 - Contractor incidents
 - Open investigations
 - Action items from investigations
 - Safety engagement findings
 - Occupational Safety and Health Administration (OSHA) rates

Mr. Myers concluded with a review of 2023 projects and accomplishments and the Leadership Safety Summit, which focused on hazard recognition, safety maturity and safety gaps.

4. Plan Future Agenda – Next meeting: Monday, Aug. 14, 2023

Ms. Adams reviewed agenda items for the next Personnel Committee meeting.

5. Adjournment

The meeting adjourned at 11:09 a.m.