



Mayor Chuck Fewell
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Greenfield Safety Committee Update

July 21, 2021

Mayor and Board Members,

I have been asked by the Safety Committee to provide you with an update as to the committee's activities.

1. IPEP Accidents and Injuries Report from 2018 to Current
2. IPEP Audit 7-2-2021
3. Minutes from the past three meetings
4. OSHA Recordable Injuries: 2021=19, 2020=24, 2019=28

Major Accomplishment: Prevented an OSHA Investigation by thoroughly investigating an OSHA Reportable Incident.

Respectfully,

Mitchael W Ripley
Human Resources Director

City of Greenfield
All Departments

Date:05/24/2021

Policy Period	Frequency	Severity
2018-2019	48	\$107,953.85
2019-2020	59	\$89,481.25
2020-2021	37	\$104,731.57
2021-2022	15	\$74,496.14
Grand Total	159	\$376,662.81

Department	Frequency	Severity
FIREMAN, MEDICAL ONLY	46	\$79,654.05
POLICE, MEDICAL ONLY	32	\$44,012.69
SEWAGE DISPOSAL	19	\$124,394.82
HOSPITALS VETERINARY	15	\$26,841.73
PAVING/DRIVERS/RD CONSTR	11	\$3,692.78
ELECTRIC LIGHT/POWER CO	9	\$22,246.94
PARKS N O C	9	\$65,088.16
WATERWORKS OPER/SALESMEN	7	\$4,940.76
CLERICAL OFFICE	4	\$895.14
FIREFIGHTERS - VOLUNTEER	4	\$4,315.75
POLICEMEN AND DRIVERS	1	\$579.99
MECHANIC	1	\$0.00
MUNIC TNSHP CTY /ST EMP	1	\$0.00
Grand Total	159	\$376,662.81

Incident Type	Frequency	Severity
Fall, Slip, Trip, NOC	16	\$14,185.53
Animal or Insect	15	\$27,293.49
Twisting	12	\$9,272.85
On Ice or Snow	12	\$64,458.29
Cut, Puncture, Scrape, NOC	11	\$4,143.33
Absorption, Ingestion or Inhalation, NOC	9	\$8,182.81
Lifting	8	\$27,731.48
Strain or Injury By, NOC	7	\$948.47
Caught In, Under or Between, NOC	6	\$58,794.86
Collision or Sideswipe with Another Vehicle	6	\$871.96
Pushing or Pulling	5	\$0.00
Fire or Flame	4	\$413.12
Reaching	4	\$72,248.47
Person in Act of a Crime	4	\$31,827.34
Striking Against or Stepping On, NOC	4	\$1,392.14
On Stairs	4	\$1,610.21
Stationary Object	3	\$487.57
Cumulative, NOC	3	\$8,703.45
Falling or Flying Object	3	\$505.80
Hand Tool, Utensil; Not Powered	3	\$731.11

From Different Level (Elevation)	2	\$2,918.40
Struck or Injured, NOC	2	\$0.00
Vehicle Upset	2	\$2,585.70
Foreign Matter (Body) in Eye(s)	2	\$351.89
Hot Objects or Substances	2	\$448.21
Collapsing Materials (Slides of Earth)	1	\$351.53
Dust, Gases, Fumes, or Vapors	1	\$0.00
Repetitive Motion	1	\$527.74
Rubbed or Abraded, NOC	1	\$0.00
Welding Operation	1	\$777.24
Slipped, Did Not Fall	1	\$25,681.63
Broken Glass	1	\$0.00
Motor Vehicle	1	\$307.76
From Ladder or Scaffolding	1	\$710.67
Jumping	1	\$8,199.76
Grand Total	159	\$376,662.81

Trends	Frequency	Severity
Slips, Trips, Falls	37	\$117,764.49
Ergonomics	37	\$110,729.01
Animal or Insect	15	\$27,293.49
Grand Total	89	\$255,786.99



July 2, 2021

Mitch Ripley
City of Greenfield & Center Twp FPT
10 South State St
Greenfield, IN 46140

Via Email:
mripley@greenfieldin.org
gpence@shepherdins.com

Mitch:

On May 26, 2021, I conducted an insurance survey to review the Workers Compensation safety program for the City of Greenfield. I want to personally thank you for your time and assistance during our meeting.

The purpose of the meeting was to gain a better understanding of your operations and discuss issues concerning recent loss exposures that have occurred over the past three policy periods. I am happy to see that you are aware of your exposure areas and are working towards solutions with IPEP and your insurance agent, Gary Pence.

As a result of my survey, and my review of your provided policies and procedures, I've noted conditions and developed the attached recommendations in the interest of enhancing your safety program.

Again, I wish to thank you for your time during our most recent meeting. If I can be of any further assistance, please do not hesitate to contact me at (765)416-9004.

Sincerely,

A handwritten signature in blue ink that reads "Nevena Stanley". The signature is written in a cursive style.

Nevena Stanley
Risk Management Specialist

Enclosures

All correspondence to the Indiana Public Employers Plan (IPEP) Claims Department should be addressed to P.O. Box 690 Kokomo IN 46903, faxed to 765-868-3310, or emailed to ipepclaims@ipep.com. Phone 765-457-9161



**CITY OF GREENFIELD
RISK MANAGEMENT SERVICE PLAN
LAST UPDATED: 05/26/2021
COMPLETED BY: NEVENA STANLEY**

Recommendation	Assigned Responsibility	Service Objective	Deadline
Priority Goals			
Apply for the IPEP Safety Grant. The application is open from July 12th, 2021. The deadline is October 1 st , 2021 (tentatively).	Department Supervisors	Applications Open July 12,2021	October 1 st , 2021
Slip, Trip and Fall Injuries are among the highest frequency (37 claims) and severity (\$117,764.49) that your organization has experienced within the current policy period. Your organization would benefit from Slip, Trip, Fall Prevention Training.	Department Supervisors	Slip, Trip and Fall Prevention Safety Video	December, 2021
Based on the loss run, Ergonomic Injuries are among the highest frequency (37 claims) and severity (\$110,729 01) that your organization has experienced. Your organization would benefit from Ergonomic Training.	Department Supervisors	Industrial Ergonomic Safety Video Office Ergonomics	December, 2021
Long-Term Goals			
Utilize IPEP's Safety Solutions Online site for Training Modules, Videos, Written Policies, and more.	Member and Preferred Loss Control	Proactively manage potential workers' compensation claims. Provide updates and education on relevant/pertinent topics. Resources: Safety Solutions Online Guide Safety Solutions Online Demo	Your username and password to IPEP's Safety Solutions Online website: Website: https://psc.blr.com/ Username: mripley@greenfieldin.org Password: Password01
Implement OSHA "Required/Recommended" safety training for all employees. Utilizing the Training Modules and Video on IPEP's Safety Solutions Online site.	All Departments	Enhance safety awareness/culture to reduce claim frequency & severity. Resource: OSHA Minimum Training Requirements	Monthly
Provide Post Accident Training utilizing the Training Modules and Video on IPEP's Safety Solutions Online site.	Department Supervisors	Reinforce safe work practices to reduce claim frequency & severity.	On-going
Conduct Departmental documented Safety Inspections.	All Departments	Identify & correct unsafe conditions & behavior to reduce claim frequency & severity.	Monthly
Attend Preferred Seminars/Webinars such as: • IPEP's Ask-the Expert webinars • Simplify Training – Virtual Health & Safety Courses	Member and Preferred Loss Control.	Update and educate Member on pertinent & relevant topics. Discuss Web-based and virtual training options offered by IPEP that may be utilized for training completion.	Monthly
Conduct Claims Reviews.	Preferred Claims, Preferred Loss Control and Member Claims Administration.	Posture claims for positive outcomes, i.e. reduce litigation.	As required



Provide Claims 101 Training.	Preferred Claims, Member Claims Administration and Safety Committee.	Educate Member on the Best Practices of Claims Management. Resource: WC101 Kit	July 28, 2021
Implement a Return to Work Program.	Preferred Claims, Preferred Loss Control and Member Claims Administration.	Assist with transitioning employees back to work when medically feasible. Resource: Return to Work Program	TBD
Completed Goals			
Conduct documented Accident Investigations to identify cause and corrective action.	Department Supervisors	Reduce frequency & severity of reoccurring claims.	On-going
Establish Safety Committee and conduct meetings on a regular/reoccurring basis.	Member Safety Committee and Preferred Loss Control.	Monitor effectiveness and performance of Member's Safety Program. Resource: Safety Committees	Monthly
Written Safety Manual/Written Safety Programs	All Departments	Reinforce safe work practices to reduce claim frequency & severity. Resource: Written Programs	Evaluated annually



Safety Committee Meeting Minutes
6/30/2021

Members in Attendance:

Tim Boyk, Charles Gill, Nicholas Dezelan, Scott Evans, Scott Yost, Brian Hartman, Brian Lott, Chris Faust, Josh Gentry, Brandon Badger, Mitch Ripley

1. Meeting called to order at 9:00 AM.
2. Approval of minutes from the 26 May 2021 meeting.
 - a. N. Dezelan offered a revision to the minutes. Change the date of the next meeting from 6/23/2021 to 6/30/2021.
 - b. M. Ripley moved to approve with the correction; S. Yost seconded; motion carried unanimously.
3. Old Business
 - a. OSHA Reportable Incidents
 - i. Lively discussion was had regarding several recent reported accidents.
 - ii. N. Dezelan is considering purchasing magnetic manhole cover lifters to reduce injuries related to manual lifting and/or dropping the covers. The dept. would need about 5 such tools.
 - iii. No determination was made as to the source of funds to purchase the manhole cover lifters. The dept. could wait for a possible grant or allocate funds from the current budget.
 - iv. B. Hartman offered a helpful reminder that all injuries should be reported as minor injuries often linger or are worsened from a lack of treatment.
 - b. City's accident and post-accident procedures – review and adoption.
 - i. B. Hartman offered to have the Police Dept. investigate those accidents which require an investigation.
 - ii. Amendments to the procedures will be finalized and adopted at the next regular meeting.
 - c. No discussion was had regarding the quarterly update to the Board of Works.

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- d. Emergency Response Plan subcommittee - feedback
 - i. Questions were raised about conflicts between the city's ERP and department specific plans. Further review will be necessary to for clarity.
 - ii. B. Lott offered a reminder that supervisor's require NIMS training segments 100, 200, 700, and 800.
 - iii. C. Faust is the point of contact for NIMS training classes and certificates.
 - iv. B. Lott stated that the in-person NIMS 300/400 training class will be taught by state representatives at the Hancock Co EMS building with a tentative date of Aug 16-20, 2021.

4. New Business

- a. Ken Lyons, Fastenal Company State Contract Manager offered information about his company's ability to place and service PPE vending machines at multiple city facilities.
- b. No new discussion was had regarding IPEP training portal.

5. Miscellaneous - none

Motion to adjourn by B. Lott, second by B. Hartman; motion carried unanimously; meeting adjourned at 9:55 am.

Next Meeting Scheduled for 7/28/2021 at 9 am.

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Safety Committee Meeting Minutes
5/26/2021

Members in Attendance:

Tim Boyk, Charles Gill, Scott Yost, Nicholas Dezelan, Mitch Ripley, Brian Hartman, Josh Gentry, Brian Lott, Brandon Badger

Additional Attendees: Nevena Stanley, IPEP, via remote video

1. Meeting called to order at 9:04 AM.
2. Approval of minutes from the 3/31/2021 EOC meeting.
 - a. B. Lott moved to approve; M. Ripley seconded; motion carried unanimously.
3. Approval of minutes from the 4/28/21 meeting.
 - a. B. Lott offered revisions regarding EOC related classes for supervisors.
 - b. M. Ripley moved to approve with changes; N. Dezelan seconded; motion carried unanimously.
4. N. Stanley provided presentation including a statistical analysis of the city's accidents over the last 3.5 years along with available online safety training classes.
5. Old Business
 - a. OSHA Reportables
 - i. No incidents to report
 - b. Department Concerns
 - i. Route closures and detours have increased traffic and safety risk on secondary streets.
 - ii. Two incidents with vehicle damage only and no fault assessed to city employee.
 - iii. A wastewater employee removed a manhole and left it unattended. Another employee replaced the manhole without incident
 - c. Updates to the City's accident and post-accident procedures were discussed.
 - i. M. Ripley moved to table this matter; N. Dezelan seconded; motion carried unanimously.
 - d. Quarterly update to the BOW – first report date.

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- i. M. Ripley states he will be presenting the quarterly update to the Board of Works at the last meeting in June. (25 June 21)
- ii. A version of the accident report provided by IPEP without personal identifiers will be presented to BOW at that meeting.
- e. Emergency Response Plan subcommittee - feedback
 - i. B. Lott states the document updates are pending and is unsure when it will be ready for review.

6. New Business

- a. First Aid / AED training / PPE
 - i. First Aid & AED training instructed by RJ Beaver (Fire Dept).
 - ii. Class size TBD; expect 20-25.
 - iii. Dept heads to submit lists of trainees to RJ Beaver.
- b. Cleaning and disinfection procedures was stricken from the agenda.
- c. Injury documentation / Quality Safety Program
 - i. M. Ripley clarified that there are separate forms for vehicle damage and personal injury.
 - ii. Personal injury accident form must be completed by someone other than the injured person, preferably supervisor.
 - iii. Preparer must sign the form.

7. Miscellaneous

- i. Discussion with N. Stanley regarding supervisor training session via video conference to discuss available safety training classes.
- ii. Live video conference can be scheduled or a stock video presentation from IPEP is available to share with supervisors.

Motion to adjourn by S. Yost, second by B. Hartman; motion carried unanimously; meeting adjourned at 10:06 am.

Next Meeting Scheduled for 6/23/2021 at 9 am.

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Safety Committee Meeting Minutes
4/28/2021

Members in Attendance:

Tim Boyk, Charles Gill, Scott Yost, Nicholas Dezelan, Scott Evans, Mitch Ripley, Brian Hartman, Josh Gentry, Brian Lott

Additional Attendees: None

1. Meeting called to order at 9:00 AM.
2. Approval of minutes for the 3/31/2021 meeting.
 - a. No minutes were presented due to March meeting occurring at the Emergency Ops Center.
 - b. It was determined that minutes needed to be drafted and recorded since there was a meeting. The minutes for 3/31/21 will be presented at the May 26, 2021 meeting.
3. Old Business
 - a. OSHA Reportables
 - i. 10 incidents to date.
 - ii. IPEP has inquired about one incident that occurred during heavy trash pickup; not sure if an investigation will be required.
 - iii. Have conducted one investigation to date: incident at the Parks Department.
 1. Corrective action: pillow block has been installed on the gate; spring loaded hinge (?); Mayor has also approved an automatic gate to be installed (gate operator).
 - iv. IPEP Safety Coordinator planning to attend meeting in near future, would like to be involved with our committee.
 - v. Safety Equipment purchasing:
 1. Questions asked about possible grants available for safety equipment, training, etc.; Mitch stated that the City had previously received one of the largest safety grants from the state? Or IPEP? For the ambulance lifts.

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2. WW will be purchasing new confined space entry equipment in the next month or so: request to seek quotes approved by the BOW.

b. Department Concerns

- i. Heavy trash: had a resident pass one of the crews in a no passing zone and wrecked into the WW backhoe. No one was injured, but damage to the backhoe and the individual's vehicle.

c. Updates to the City's accident and post-accident procedures were discussed.

- i. Discussion mainly centered around drug and alcohol testing.
- ii. Default to officer's discretion if PD is dispatched to the accident.
- iii. If test is required and incident occurs outside normal working hours:
 1. Would need to go for test first thing the next available day.
 2. If reasonable suspicion, would need to go to Community North, but only open 9AM to 9PM 7 days.
- iv. Training of department heads and/or supervisors to notice impairment: reasonable suspicion training was discussed. Determined to be too much liability on the manager or supervisor; if serious bodily injury, PD would be involved and they would determine proper course of action.
 1. In the event an employee is injured or injures another individual, drug and alcohol testing is not conducted in order to terminate employee, but to protect against any future, legal ramifications of the incident.
- v. Have to be able to differentiate between an accident and injury.
 1. Hernia vs. injury caused by the accident was used as an example.

4. New Business

a. BOW Updates

- i. Unless there is a major incident, updates will be provided to the Board of Public Works and Safety (BOW) on a quarterly basis.
- ii. Mitch Ripley will present the updates to the BOW.
- iii. Updates will be presented the month following each quarter (January, April, July, and October).

b. Emergency Response Plans

- i. City's plan was last updated in 2016.

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- ii. Flood Response Plan was last updated in 2017.
- iii. Formation of a sub-committee was proposed to review the plans.
 1. Should include, at minimum: Parks, Street, all Utilities and emergency services since all have equipment to assist in emergency situations.
 2. *Need to clarify the following points:
 - a. sub-committee members, record shows the following were nominated/appointed: Jimmy Griffith, Brady Baker, Scott Evans, Tim Boyk, Josh Gentry
 - b. *Dan Miller and Jason Koch will need to be involved in the Flood Response Plan.
 - c. *Department contact lists, other than the City wide phone list.
 - d. *Recommended that the department or supervisor should be contacted and they would dispatch the appropriate staff.

Motion to adjourn made by N. Dezelan at 9:58 AM, second by S. Yost

Next Meeting Scheduled for 5/26/2021 at 9 AM

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