



## Clay Township Regional Waste District

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### PERSONNEL & BENEFITS COMMITTEE MEETING

**Tuesday, May 26, 2015 @ 7:30 A.M.**

10701 N. College Ave, Suite A, Indianapolis, IN 46280

#### AGENDA

1. Safety Report
2. Curriculum Vitae
3. HR Updates
4. New Business

Next Meeting: June 22, 2015 @ 7:30 A.M.



## MEMORANDUM

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**To: P&B Committee**  
**From: Loren Prange**  
**Date: May 20, 2015**  
**Subject: Safety Update**

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The District had no reportable injuries this month and has gone 1,900 days without a loss time accident.

There were 4 safety tailgate sessions. Topics covered:

04/07/15 Build in Construction Site Safety

04/14/15 Don't Let Chemicals Get You

04/22/15 Shift work – Know What's Down Below Call 811

04/28/15 Lockout/Tagout Water Under Pressure

There were two safety training sessions held in the treatment plant training room with Safety Resources. On April 12 electrical safety training / arc flash prevention and protection were covered. On April 27 Confined Space Entry was covered.



## MEMORANDUM

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**To:** P&B Committee

**From:** Drew Williams, Utility Director

**Date:** May 20, 2015

**Subject:** Curriculum Vitae

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The Board of Trustees' interactions with District staff is typically limited to the managers. In order to share with the Board the skills and qualifications of the District's staff, a curriculum vitae was developed for each employee. This consolidation of information about all employees will also provide the managers a better understanding of the skill sets existing within the District.

These are being distributed to the P&B Committee for review and comment before they are distributed to all the Board members.