



## TriCo Regional Sewer Utility

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www.TriCo.eco Phone (317) 844-9200 Fax (317) 844-9203

### **PERSONNEL & BENEFITS COMMITTEE MEETING**

Wednesday, February 27, 2019 @ 7:30 A.M.  
10701 N. College Ave, Suite A, Indianapolis, IN 46280

#### **AGENDA**

1. Public Comment
2. Safety Update
3. HR Consultants / Labor Attorney
4. Other Business

Next Scheduled Meeting: Wednesday, March 27, 2019 @ 7:30 A.M.



## MEMORANDUM

**To:** P&B Committee  
**From:** Loren Prange  
**Date:** February 21, 2019  
**Subject:** Safety Update

TriCo had no reportable injuries and has gone 3,292 days without a lost time accident.

The following safety tailgate sessions were held:

02/05/19 How to conduct a safety tailboard  
 02/12/19 Energized electric equipment can be deadly  
 02/19/19 Facing up to stress

Safety training with Safety Resources was conducted on Monday February 18, 2019. The training covered TriCo's Emergency Action Plan / Hazard communication- GHS Fire Prevention. The training takes place in a class room setting with an experienced licensed instructor. This is beneficial because employees can ask the instructor questions, get quick accurate answers and good feedback helping to keep up with our safety program.

Trico is working with Safety Plus on setting up employees' information with online training. We have a one-year contract allowing us to pick topics that fit each employees job description. We hope to start training in March. Below is an example of the web interface.

Video / Exam	Category	Course	Status
	Company Specific	Drivers License	Expired on Feb-11-2016
	Medical	Drug Testing	Not Taken
	Other	Emergency Preparedness	Not Taken
	Other	Employee Grievance Procedures	Not Taken
	Other	Equal Employment Opportunity & Anti-Harassment	Not Taken
	Other	Evacuation Procedures	Not Taken
	General	Excavating & Trenching	Not Taken
	General	Fire Extinguisher Usage	Expired on Feb-11-2016
	General	Fire Protection	Not Taken
	Specialty	Fire Watch	Not Taken
	Specialty	Flagger Training	Not Taken
	Specialty	H2s Safety (Hydrogen Sulfide)	Not Taken
	General	Intro (to safety)	Not Taken
	Company Specific	June Safety Training	Not Taken
	General	Ladders	Not Taken
	Other	Lead Awareness	Not Taken
	General	Lockout / Tagout	Not Taken
	Specialty	MUTCD Training	Not Taken

SPW Industrial Services | HOME | WIZARDS | ADMIN | REPORTS | RESOURCES | ANALYTICS | Tiffany Anderson [logged in]

Employee Details: Name: Anderson, Dave (9999), Hire Date: 6/1/2015 12:00:00 AM, Department: Labor, Supervisor - NO, DOT - NO

Classifications: Associate, Boiler Tech, Maintenance, Manager, All Video Courses, AM/NS, Articulating Haul Truck, BASF, Chevron, Equipment Operator, Forklift Operator, Google, Heister Forklift, IP - Prattville, Mechanical Group, Respirator Wearer, Sizer

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## MEMORANDUM

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**To:** P&B Committee

**From:** Andrew Williams

**Date:** February 22, 2019

**Subject:** HR Consultant / Labor Attorney

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I have met with representative from The HRD Advisory Group regarding their human capital services. They appear to be a good fit for the services we are looking for including management training, team building and assessments. I am gathering additional information and will present this to the Committee.

I have also explored options for on call agreements with labor attorneys. I will present a summary of findings to the Committee.