

IN THE MATTER OF
SIGNING PAY ORDERS AND PAYING BILLS

Motion was made by Commissioner Mike Price and seconded by Commissioner Thomas E. Hockaday approving signing pay orders and paying bills. Motion carried unanimously.

IN THE MATTER OF
TITUS COUNTY CHILD WELFARE BOARD

No action taken.

IN THE MATTER OF
ADJOURNMENT

Motion was made by Commissioner Mike Price and seconded by Commissioner J. W. Terrell, Jr. to adjourn. Motion carried unanimously.

The above and foregoing minutes for the month of March, 1991 were read and approved this 8th day of April, 1991.

Alford L. Flanagan
ALFORD L. FLANAGAN, COUNTY JUDGE

Mike Price
MIKE PRICE
COMMISSIONER PRECINCT #1

Mike Fields
MIKE FIELDS
COMMISSIONER PRECINCT #2

J. W. Terrell, Jr.
J. W. TERRELL, JR.
COMMISSIONER PRECINCT #3

Thomas E. Hockaday
THOMAS E. HOCKADAY
COMMISSIONER PRECINCT #4

Eugenia Roach
EUGENIA ROACH, COUNTY CLERK

COMMISSIONERS' COURT MINUTES FOR MARCH, 1991 A.D.
RECORDED ON THE 9th DAY OF APRIL, 1991 A.D.

EUGENIA ROACH
COUNTY CLERK, TITUS COUNTY, TEXAS

BY _____
DEPUTY COUNTY CLERK

COMMISSIONERS' COURT
REGULAR MEETING
APRIL 8, 1991

BE IT REMEMBERED THAT THE TITUS COUNTY COMMISSIONERS' COURT met in Regular Session on Monday, April 8th, 1991 in Titus County Courtroom with the following members present:

ALFORD L. FLANAGAN
MIKE PRICE
MIKE FIELDS
J. W. TERRELL, JR.
THOMAS E. HOCKADAY
EUGENIA ROACH

COUNTY JUDGE
COMMISSIONER PRECINCT 1
COMMISSIONER PRECINCT 2
COMMISSIONER PRECINCT 3
COMMISSIONER PRECINCT 4
COUNTY CLERK

ABSENT: NONE

and the following proceedings were had to wit:

IN THE MATTER OF
INSURANCE FOR COUNTY BUILDINGS, BONDS,
AUTO, THEFT AND ERRORS AND OMISSIONS
FOR DISTRICT CLERK AND COUNTY CLERK

Motion was made by Commissioner Mike Price and seconded by Commissioner J. W. Terrell, Jr. approving the acceptance of the following bids: Mt. Pleasant Insurance Agency on buildings and contents, and bonds; Capps Insurance Agency on auto coverage. Other bids were from Texas Association of Counties and Mitchener & Leftwich Insurance Agency. Motion carried unanimously.

PROPERTY INSURANCE (BUILDING & CONTENTS)

Coverage on the present policy is Fire, Extended Coverage, and Vandalism.

\$ 3,551,500 value \$ 1000 ded. \$ 4,012.00

This is based on specification in bid solicitation, and will need to be adjusted for temporary offices until remodeling of the courthouse is completed.

BOND

Your Public Employees Blanket Position Bond is based on 44 employees for bond purposes (75 total employees).

\$ 20,000 coverage \$ 850.00

Mt. Pleasant Insurance Agency

CAPPS INSURANCE AGENCY

P.O. Box 1618
418 N. Madison
Mt. Pleasant, TX 75455
(903) 572-4366
(903) 577-1467 - FAX

P.O. Box 309
108 E. First
Hughes Springs, TX 75656
(903) 639-2577
FAX (903) 639-2579

STEVEN M. CAPPS
Home (903) 572-4992

April 4, 1991

Titus County
Titus County Auditors Office
Mt. Pleasant, TX 75455

Attention: Paul Boggs

Dear Mr. Boggs:

Below is our proposal on the counties insurance account:

COMMERCIAL AUTO POLICY

\$ 1,000,000 Combined Single Limit of Liability
\$ 500 Comprehensive deductible on specified vehicles
\$ 500 Collision deductible on specified Vehicles

Total Annual Premium - \$ 22,223.00
Premium to include Physical Damage in the above - \$ 3,073.00

All coverage is to be placed with Cigna Insurance Company, an A XIV rated carrier.

Sincerely,


Steven M. Capps

SMC/jkc

IN THE MATTER OF
ROLLER SHELVING FOR THE COUNTY CLERK

Motion was made by Commissioner Mike Price and seconded by Commissioner J. W. Terrell, Jr. approving the roller shelving for the County Clerk to be purchased from the low bidder, Hart Forms & Services for \$5,407.38 on Larson Metal Units. (Other bids were Clarke & Courts for \$9,113.28; Texas County Printing & Services \$8,552.65 on steel shelves and \$5,979.05 for Larson shelving; and Bear Graphic, Inc. \$9,496.00.) Motion carried unanimously.

**hart forms
& services**

11500 Metric Blvd. Suite 300 • Austin, Texas 78758
AUSTIN 512/339-3900 HOUSTON 713/868-5525
DALLAS 214/350-6727 IRVINE 714/261-7020
METRO 214/263-0622 CA TOLL FREE 800/223-3227
• TX AND US TOLL FREE 800/223-HART •

PROPOSAL

MARCH 20, 1991

PAUL E. BOGGS
TITUS COUNTY AUDIITOR
P.O. BOX 1331
MT. PLEASANT, TEXAS 75455

QUOTATION:

FOR 16 ROLLER SHELF UNIT: STANDARD DEPTH

TWO STARTER UNITS #214 LARSON METAL \$435.29 EA.
EIGHT ANNEX UNITS #214-A LARSON METAL \$396.79 EA.

FOR 4 ROLLER SHELF UNIT: STANDARD DEPTH

TWO STARTER UNITS #214-4 LARSON METAL \$150.08 EA.
EIGHT ANNEX UNITS #214-A-4 LARSON METAL \$132.79 EA.

Total \$5407.38

THIS PRICE DOES INCLUDE INSTALLATION AND INSIDE DELIVERY,
TO BE INSTALLED AFTER AUGUST 15, 1991.

IF YOU HAVE ANY OTHER QUESTIONS PLEASE CALL.

The prices in this proposal are based upon the cost of materials and labor on the date of proposal and are firm for a period of 30 days from the date of this proposal. If, after this time, the cost of labor or materials increases or decreases, the prices named herein will be increased or decreased by a sum representing the difference in cost plus 10%. By acceptance of this proposal, the undersigned customer (herein called "customer") agrees to purchase from Hart Forms & Services the goods and services set forth above or otherwise herein, subject to the terms, conditions, and printing trade customs set forth above or otherwise herein, including those on the reverse side hereof.

ACCEPTANCE: _____
COMPANY NAME

BY: _____

NAME: _____

TITLE: _____

DATE: _____

Hart Forms & Services
11500 Metric Blvd. Suite 300
Austin, Texas 78758

SALES REP: Jim Straker
CUST. SVC. REP: Jim Straker

SENT BY: _____
PROOF NO.: _____

IN THE MATTER OF
APPROVING MARCH 1991 MINUTES

Motion was made by Commissioner Thomas E. Hockaday and seconded by Commissioner Mike Price approving the March 1991 minutes. Motion carried unanimously.

IN THE MATTER OF
WIDENING FM 1735 ROAD IN PRECINCT
4 AT NORTHEAST TEXAS COMMUNITY COLLEGE

Motion was made by Commissioner Thomas E. Hockaday and seconded by Commissioner J. W. Terrell, Jr. giving a letter of approval for widening FM 1735 road in Precinct 4 at the entrance to the Northeast Texas Community College. Motion carried unanimously.

IN THE MATTER OF
ADOPTING SAFETY RESOLUTION
AND LOSS CONTROL PROGRAM

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Thomas E. Hockaday approving the adoption of the loss control program from Texas Association of Counties. Motion carried unanimously.

Motion was made by Commissioner Mike Price and seconded by Commissioner Thomas E. Hockaday approving the adoption of the Safety Policy Statement. Motion carried unanimously.

LOSS CONTROL PROGRAM

presented by the

Texas Association of Counties
Workers' Compensation Self-Insurance Fund

WHY HAVE A LOSS CONTROL PROGRAM?

The basic philosophy of safety management is to eliminate on-the-job injuries and to achieve economy of operations. Regrettably, the area of prudent safety management is often considered "nonproductive" and is one of the first programs to be cut back or eliminated when county budgets are tightened. However, any function of county government that has the capacity to save money (sums of money far greater than the effort or cost expended for the savings) should never be considered as "nonproductive."

Many, if not all, of the reasons counties give for failing to implement a loss control program are basically short sighted. Let us see why.

Direct Costs of Injuries

1. Injuries cost money in terms of compensation and insurance premiums.
2. Injuries cost money in personnel losses of trained employees.

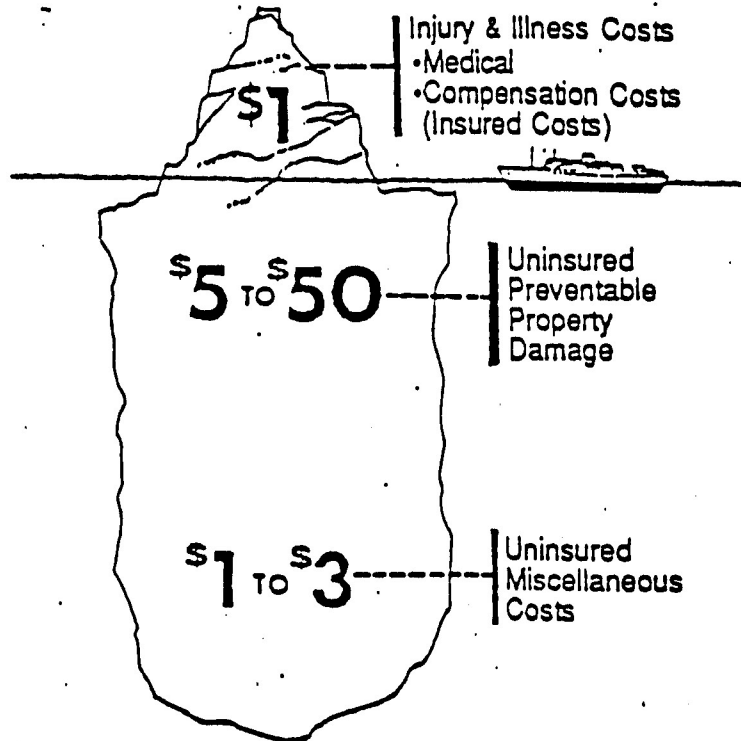
Indirect Costs of Injuries

1. Accidents that cause injuries often result in property and material damages. All too often, these costs are hidden in budgets as "operational costs" or "maintenance of plant and equipment."
2. Injuries cost money because of work stoppages by employees who stop work to discuss the accident and by employees who might have to transport the injured employee to a doctor. In some cases, severe accidents will bring a department's or precinct crew's activity to a complete halt for several hours or longer.
3. Injuries cost money in terms of the time that is used reporting and investigating the accident.
4. Injuries also cost in terms of services to taxpayers that are temporarily delayed due to shortage of personnel. Also, taxpayers are never pleased to discover that "hard earned tax money" is being used to pay for an injury that could have been prevented.

A county's workers' compensation losses will have a direct impact on that county's experience dividends. In addition, the county's experience modifier will also reflect the county's claims, since the claims are a key ingredient in the calculation of each county's modifier. A "high" modifier means "high" premiums.

In summary, the success or failure of a county's Loss Control Program will directly affect the county's workers' compensation premiums in the years to come.

The Real Costs of Accidents Can Be Measured and Controlled



Accident costs can be compared to an iceberg. The hidden (indirect) costs usually add up to more than the obvious (direct) costs.

TITUS COUNTY WORKERS' COMPENSATION ANALYSIS

Year	Payroll	Net Contribution	Total Claims Paid to Date	Number of Claims	Experienced Modifier
1987	\$1,672,844	\$52,871	\$316,226	6	.69
1988	\$1,650,195	\$65,316	\$14,207	6	.72
1989	\$1,761,370	\$99,698	\$130,791	10	.82
1990	\$1,842,765	\$114,687	\$12,619	7	.84
Estimated					
1991	\$1,948,927	\$157,082	*	*	1.04

* Information not available at this time.

Titus County has averaged 7 accidents a year over the past 4 years.

That's an accident every 34 working days.

From 1987 to 1990, total claims that were paid out to date total \$473,843. Injuries cost different amounts, but on the average, and accident in Titus County costs \$16,339.42

TITUS COUNTY

Analysis of Accidents for years 1987-1990

1987	6 Total
	3 Struck Against injuring: Leg (s), Back, Elbows.
	1 Internal Contact Injury injuring: Eye (s).
	1 Overexertion injuring: Shoulder (s).
	1 Vehicle Accident injuring: Multiple Body Parts.
1988	6 Total
	3 Struck By Injuries injuring: Finger (s), Face, Head.
	2 Overexertions injuring: Hand (s), Neck.
	1 Vehicle Accident injuring: Neck.
1989	10 Total
	3 Overexertions injuring: Hand (s), Back, Shoulder (s).
	2 Falls From Same Level injuring: Multiple Body Parts, Face.
	2 Struck Against Injuries injuring: Leg (s).
	1 Internal Contact Injury Poisoning.
	1 Rubbed/Abraded Injury of the Eye (s).
	1 Temperature Extreme Injury of the Respiratory System.
1990	7 Total
	2 Internal Contact injuring: Respiratory System.
	1 Fall From the Same Level injuring: Multiple Body Parts.
	1 Overexertion injuring: Back.
	1 Struck Against injuring: Leg (s).
	1 Struck By injuring: Leg (s).
	1 Vehicle Accident injuring: Leg (s).

RESPONSIBILITIES AND DUTIES

In the orderly arrangement of a program of action, certain basic principles must be discussed and thoroughly understood by all participants to ensure continuity and identity of purpose. For a Loss Control Program to be successful, it must be:

PLANNED - to fit the needs of control of operational problems.

ORGANIZED - to encourage willing participation by everyone.

ADMINISTERED - with an interest in and dedication to safety.

STIMULATING - to perpetuate interest and enthusiasm.

GOAL ORIENTED - to permit the measurement of success or failure.

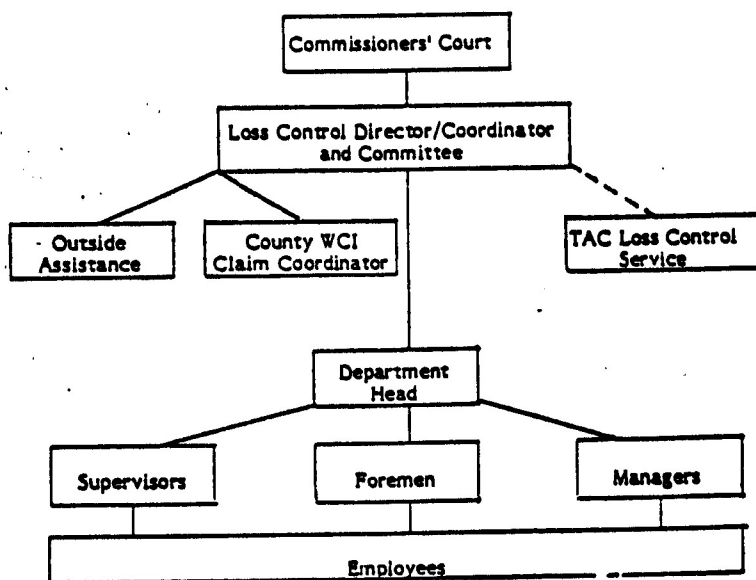
EVALUATED - to encompass new ideas and methods.

The Commissioners' Court, from its position of control, designs the basic framework of action, establishes the final objective, sets the limitation of authority, designates the person or persons responsible for the program, and stipulates the allocation of time. However, the basic responsibility for attempting to provide a safe working environment on a day-to-day basis lies at the level of the county departments.

This section of the manual outlines the basic loss control responsibilities of the Commissioners' Court, the Loss Control Director/Coordinator, the Loss Control Committee, the Claim Coordinator, department heads, supervisors (or foremen), and employees. Since the Commissioners' Court must accept the responsibility for the Loss Control Committee's action or performance, it would be logical to give the Committee the support which is needed to perform successfully.

A-1

LOSS CONTROL PROGRAM ORGANIZATIONAL CHART



A-2

SUGGESTED RESPONSIBILITIES OF THE COMMISSIONERS' COURT

The Commissioners' Court participation is vital, because it is the declaration of need and subsequent support of a planned effort will ensure a successful result. Commissioners' Court responsibilities include the following:

1. Adoption of a Safety Policy.
 - a. A policy statement should be released in printed form, giving to all employees, and posted on the bulletin boards throughout county facilities.
 - b. The policy statement must reflect the attitude of the Commissioners' Court toward the loss control effort and solicit the enthusiastic support of all employees.
 - c. This policy must receive constant support, constructive leadership and positive action.
2. Development of a Loss Control Development Committee.
 - a. Outline the duties and activities for the:
 - (1) Loss Control Director/Coordinator.
 - (2) Loss Control Committee.
 - (3) Department Heads.
 - (4) Supervisor and/or Foreman.
 - (5) Employees.
3. Appoint the Loss Control Director/Coordinator.

A-3

DUTIES OF LOSS CONTROL DIRECTOR/COORDINATOR

The Loss Control Director/Coordinator is the Commissioners' Court's representative in all loss control activities. This individual develops, implements, and administers the complete Loss Control Program in accordance with the Court's policy. The Loss Control Director/Coordinator's general duties include, but are not limited to, the following:

1. Provide the leadership and stimulation necessary to assure and maintain full employee interest and participation.
2. Become familiar with all work operations to the degree that unsafe conditions can be recognized, discussed and corrected.
3. Encourage and coordinate loss control training activities for employees.

This duty is usually assigned by the Commissioners' Court to a county employee having a sincere interest in Loss Control and sufficient time available to direct and coordinate all phases of the program

4. Set loss reduction goals with assistance from Loss Control Committee.
5. Evaluate results.
 - a. Results can be evaluated by requiring the Loss Control Director/Coordinator to review the Departmental Injury Report Summary (see page A-12) and the TAC claim reports on a regular basis.
 - b. Notify local news media of the program's effectiveness. This will make taxpayers aware of the fact that the county is trying to reduce costs by reducing the number of injuries.

The Commissioners' Court's responsibility must not end here. The success of the program will be reflected in the Commissioners' Court's active leadership, direct participation and enthusiastic support.

9. Advise the Court on the development and progress of the Loss Control Program.
10. Act as a liaison between Commissioners' Court, County officials, employees and loss control management personnel from TAC.
11. Provide a channel of communication between the Commissioners' Court and County officials and employees.
12. Receive and review with Loss Control Committee all copies of E-1 reports.

INITIAL DUTIES

When a Loss Control Program is started, it is important that the Director/Coordinator initially focus on the following areas:

1. Evaluate existing Loss Control Program.
2. Help Commissioners' Court in organizing a Loss Control Committee.

4. Establish procedures for the completion and handling of accident and incident reports.
5. Implement procedures and schedules for Departmental Injury Reports (use of these reports will satisfy the law which requires employers to keep a record of all injuries). Reports are illustrated on Page A-12-14.
6. Organize an internal self-survey schedule for all locations and workplaces.
7. Assist the TAC Loss Control Representative on all survey tours and service calls.
8. Review and select applicable loss control material for display or distribution.
3. Recommend annual loss control objectives to assist the Commissioners' Court in setting the first year goals.
4. Determine the steps that are necessary to meet loss control objectives.
5. Ask Commissioners' Court to issue a Loss Control Policy Statement.
6. Implement employee training programs, and evaluate employee selection process.
7. Consider development of incentive or award program.
8. Organize a self-survey schedule.
9. Conduct semi-annual evaluation of the Loss Control Program and present results to the Commissioners' Court.

A-5

THE LOSS CONTROL COMMITTEE

A Loss Control Committee should be formed to assist the Commissioners' Court in matters relating to the control of employee injuries. To maintain continuity and control, the Loss Control Director/Coordinator should be assigned as a permanent member and should act as the Committee's leader.

The Committee membership should be selected from the department heads, supervisors/foremen, and employees. Each person selected should appoint an alternate member who will serve in his or her absence. Regularly scheduled meetings, with an agenda, should be held on a monthly basis as a minimum, or as often as deemed necessary to obtain desired results. The committee should project its plans and schedule its loss control activities six months to a year in advance so that specific functions can be assigned to the various members. Each committee member should serve a minimum of one year, with appointments staggered to maintain continuity.

A secretary should be named to make a record and maintain a brief outline of the action taken during meetings.

The Loss Control Committee should take an active part in the following specific functions.

1. Formulate committee by-laws or operating rules.
2. Develop monthly activity themes.
3. Promote the adoption and use of departmental safety rules.

6. Review and analyze the E-1 and take appropriate action. Out of respect for the injured employee's privacy, it is suggested that the review and analysis are to be treated as confidential to persons other than the Commissioners' Court and the Loss Control Committee.
7. Provide and maintain suitably located bulletin boards on which safety information can be posted and changed at monthly intervals.
8. Assist with the promotion of loss control training activities for employees.
9. Recommend annual loss control objectives to Commissioners' Court and determine how these goals can be met.

4. Establish a schedule for departmental and general surveys.
5. Establish procedures for handling safety recommendations and suggestions.

A-6

SUGGESTED LOSS CONTROL COMMITTEE AGENDA

1. Chairperson calls meeting to order.
2. Secretary calls roll and lists members present and absent.
3. Read minutes of previous meeting.
 - a. Corrections or discussion.
 - b. Approval of minutes.
4. Discuss all unfinished business.
 - a. Report on matters held over.
 - b. List all recommendations not acted on since last meeting.
5. New Business.
 - a. Review claim report from TAC (quarterly). Compare the number of actual injuries with annual loss control objective.
 - b. Review of sub-committee reports.
 - c. Review of injury reports.
 - d. Review of survey reports.
 - (1) Self-surveys by supervisors.
 - (2) Surveys by Loss Control Committee.
6. Review training activities.
 - a. New employee training.
 - b. Group or department loss control meetings.
7. Announcements.
 - a. Assignments.
 - b. Date and time of next meeting.
 - c. Other.
8. Adjournment.

A-7

MINUTES OF THE LOSS CONTROL COMMITTEE

COUNTY _____

Address _____

Date of Meeting: _____

Time Opened: _____

Time Closed: _____

Date of Next Meeting: _____

Time of Next Meeting: _____

Actual Number of Injuries since January 1 _____

MEMBERS PRESENT:

MEMBERS ABSENT:

ORDER OF BUSINESS:

 Secretary

 Committee Chairperson

A-8

DUTIES OF WORKERS' COMPENSATION CLAIM COORDINATOR

Each Fund Member has designated a county employee who serves to submit worker's compensation claims to the Fund. This individual is referred to as the "Claim Coordinator". The Claim Coordinator should complete an Employer's Report of Injury form on each injury. Photocopies of these reports should be submitted to the Loss Control Director/Coordinator. Photocopies of "Supplemental Reports of Injuries" should also be submitted. These reports contain information that will be of value to the Loss Control Committee in analyzing injuries and in verifying the accuracy of the Department's Injury Reports. Therefore, it is vitally important that these reports contain accurate information.

DUTIES OF THE DEPARTMENT MANAGER

The role of the department manager in a Loss Control Program is vitally important. The department manager should be held accountable for results. The department manager's duties should include the following:

1. Submit Departmental Injury Reports (page A-12-14) to Coordinator on a regular basis.
2. Consider "safety" when selecting and training employees.
3. Develop techniques and procedures for specific operations.

6. Eliminate all unsafe conditions and unsafe acts.
7. Investigate accidents and incidents within the department.
8. Cooperate with the Loss Control Committee in the promotion of its activities.
9. Perform self-surveys on a regular basis.
10. Encourage employers to report unsafe conditions.
11. Develop departmental safety rules.

In addition to the specific duties listed above, the department manager selected to serve on the Loss Control Committee should:

1. Actively participate in all committee functions.
2. Appoint an alternate committee member for the department to attend committee meetings in the absence of the manager.

4. Consider employee safety performance when conducting employee evaluations.
5. Stimulate employee interest and participation in the Loss Control Program.

A-9

DUTIES OF SUPERVISORS AND/OR FOREMEN

Supervisors and foremen have an important responsibility for loss control in their areas. The foremen or supervisors are indispensable to effective loss control, for they have immediate contact with employees.

In the final analysis, the program succeeds or fails according to the interest and effort that the supervisors put forth. If the supervisors' attitudes and manner of conduct reflect concern for loss control, they will be able to convince employees that safety is a necessary part of their work and will win the employee's support. Supervisors and foremen should be responsible for creating safe working conditions and safe work practices in their departments.

Supervisors' and foremen's loss control responsibilities are to:

1. Explain safety rules that are relevant to employee's work duties and enforce compliance.
2. Select employees who are mentally and physically qualified for the work which they are to perform.
3. Give detailed instructions as to job performance, and explain hazards and safety precautions in assigning workers to jobs.
4. Provide workers with safe tools and equipment to perform their jobs.
5. Check to see that protective equipment, such as eye protection, is used where required.
6. Plan work to see that the workers, materials, and equipment are available to perform the job safely.
7. Actively participate in loss control promotional activities and continually motivate employees to work safely.
8. Personally supervise all hazardous work or work that is new and unusual.
9. Regularly inspect and maintain physical properties to ensure that good housekeeping practices are followed and that mechanical failures do not occur.
10. Personally investigate all accidents, and correct any unsafe practices or conditions.
11. Constantly observe work procedures in order to detect and correct unsafe practices or conditions and develop improved methods.
12. Promptly report accidents occurring in their departments.
13. See that injured workers promptly receive first aid or medical attention.
14. Notify department head of any employee who may be physically, mentally, or emotionally incapable of performing duties in a safe manner.
15. Include records of injuries in performance appraisals of each employee.
16. Commend and recognize employees who maintain a safe working environment, an accident-free work record, or develop safety practices.

A-10

DUTIES OF THE EMPLOYEES

Each employee should be responsible for safety on the job, for the general public and other employees. These responsibilities include but are not limited to:

1. Understanding their duties and always applying safe work practices.
2. Recognizing the hazards of the job and taking precautions to assure safety to themselves and others.
3. Informing supervisors of hazards and recommending how to eliminate them or improve safety performance.
4. Actively participating and cooperating in the overall loss control program.
5. Maintaining cleanliness and good personal health habits.
6. Wearing the personal protective equipment required of their job or operation.
7. Using tools and equipment only upon authorization from supervisor.
8. Immediately reporting all injuries or accidents to supervisor.

A-11

RECOMMENDATIONS TO PREVENT ON-THE-JOB INJURIES

To help in the prevention of on-the-job injuries, the Commissioners' Court should implement a Safety Program. The Commissioners' Court exercises jurisdiction in matters concerning job performance and standards of employment, including safety on the job. While department level supervisors should be held responsible for attempting to provide work site safety on a day-to-day basis, the Court is ultimately responsible for providing a safe work environment for all county employees.

To do this the court should:

- a. **ISSUE A SAFETY POLICY:**
A safety policy statement should be provided to all employees. The policy statement must reflect the Court's attitude towards safety and must solicit the active support of all employees. Example on page A-4, TAC Loss Control Manual.
- b. **APPOINT A LOSS CONTROL COORDINATOR:**
Appoint, as Loss Control Coordinator, an employee whose other duties will allow the time necessary to perform safety inspections, accident investigations and safety training. Because of the time commitment required, the judge, auditor or similar official normally should not be appointed. Likewise, administrative assistants and secretary-receptionists whose primary jobs preclude them visiting other departments and road-bridge work sites on a frequent basis should not be appointed.
- c. **APPOINT A LOSS CONTROL COMMITTEE:**
The purpose of the committee is to assist the Loss Control Coordinator in managing the Loss Control/Safety Program. Suggested duties for committee members are listed in the TAC Loss Control Manual, pages A-5 and A-6. Minutes of the loss control meetings should be provided to TAC.
- d. **SET OBJECTIVES:**
Develop specific Safety Program objectives and hold the Loss Control Coordinator/committee members accountable to the Court for their performance in attempting to meet these objectives. Example of possible objectives: (1) develop, schedule and conduct frequent safety inspections, (2) provide some type of employee safety training each month, (3) provide defensive driving training to all county employees within one year, (4) Ensure protective equipment such as safety goggles are provided where needed, (5) Within one year train all employees on proper lifting methods. The objectives should be provided to TAC.
- e. **INFORM THE COMMISSIONERS' COURT**
Require that the Loss Control Coordinator brief the court, on a regular basis, of actions taken in support of safety.

The Loss Control Coordinator should brief the Court regularly on all workers' compensation claims, using the report outline in TAC's Loss Control Program Manual. Additionally, the Court should be briefed each quarter on the Workers' Compensation Loss Summary.

Also, consider requiring the supervisors and department heads to brief the Court on any injuries occurring in their departments. Briefing should include a statement of corrective action taken.

- f. **ADOPT SAFETY RULES:**
Require that department managers develop and/or adopt safety rules for their job centers. Example of safety rules are in the TAC manual.
- g. **EMPLOYEE EDUCATION:**
Supervisors should brief their personnel on hazards associated with the work. The form on page D-3 of the TAC Loss Control Program Manual can be used for this purpose. In addition, advise all employees that the county participates in a self-insured workers' compensation program. As such, injuries have a direct bearing on the county's insurance premium.
- h. **PROVIDE PROTECTIVE EQUIPMENT:**
When applicable, provide protective equipment and require that it be used.
- i. **SOLICIT SUGGESTIONS:**
Actively solicit employee suggestions on how the county safety program could be improved and how on-the-job injuries can be avoided.
- j. **REVIEW EMPLOYMENT PRACTICES:**
Develop and use a standardized employment application form or questionnaire. Check references to determine past work experience. Inquire with the Tx. Workers Comp. Commission to determine if the job applicant has a history of workers' compensation claims. Consider pre-employment physical and or medical screening. Additional suggestions are in the TAC Loss Control Manual, pages C-1 through C-3.



Titus County Commissioners' Court
Mt. Pleasant, Texas

SAFETY POLICY STATEMENT

Adopted on this the 8th day of April 1991, at the Commissioner's Court meeting.

The County Judge and County Commissioners are concerned with the safety of employees and the public. Injuries cause suffering and financial loss to employees, their families, and the public, and cause a drain on the county tax dollars which are needed to produce essential services.

The Commissioner's Court will make every effort to reduce the frequency of injuries. As a minimum, the Commissioner's Court supports compliance with all safety ordinances, regulations and laws.

The Commissioner's Court will create and monitor a method for accomplishing the objectives of this policy statement. This will normally be done through the efforts of the Loss Control Director/Coordinator and Loss Control Committee.

Alford L. Flanagan
COUNTY JUDGE

Mike Price
COMMISSIONER

Mike Fields
COMMISSIONER

J. W. Terrell, Jr.
COMMISSIONER

Thomas E. Hockaday
COMMISSIONER

Paul E. Bogg
LOSS CONTROL DIRECTOR/COORDINATOR

IN THE MATTER OF
SIGNING PAY ORDERS AND PAYING BILLS

Motion was made by Commissioner Thomas E. Hockaday and seconded by Commissioner J. W. Terrell, Jr. approving paying bills and signing pay orders. Motion carried unanimously.

IN THE MATTER OF
APPROVING REPORTS OF OFFICIALS

Motion was made by Commissioner J. W. Terrell, Jr. and seconded by Commissioner Thomas E. Hockaday approving reports of officials. Motion carried unanimously.

IN THE MATTER OF
SOUTHWESTERN BELL LAYING CABLE
ALONG NW - 29 ROAD IN PRECINCT 1

Motion was made by Commissioner Mike Price and seconded by Commissioner J. W. Terrell, Jr. approving Southwestern Bell laying buried cable along NW - 29 road in Precinct 1. Motion carried unanimously.

APPLICATION FOR PERMIT

TO: COMMISSIONERS COURT
Mt. Pleasant, Texas 75455

Application is hereby made by Southwestern Bell Telephone
for permission to lay buried line along/
under that certain segment of the county road in
Precinct # one (1) at the following location(s):

Place buried cable along and under NW C R 29 as shown on attached drawing.

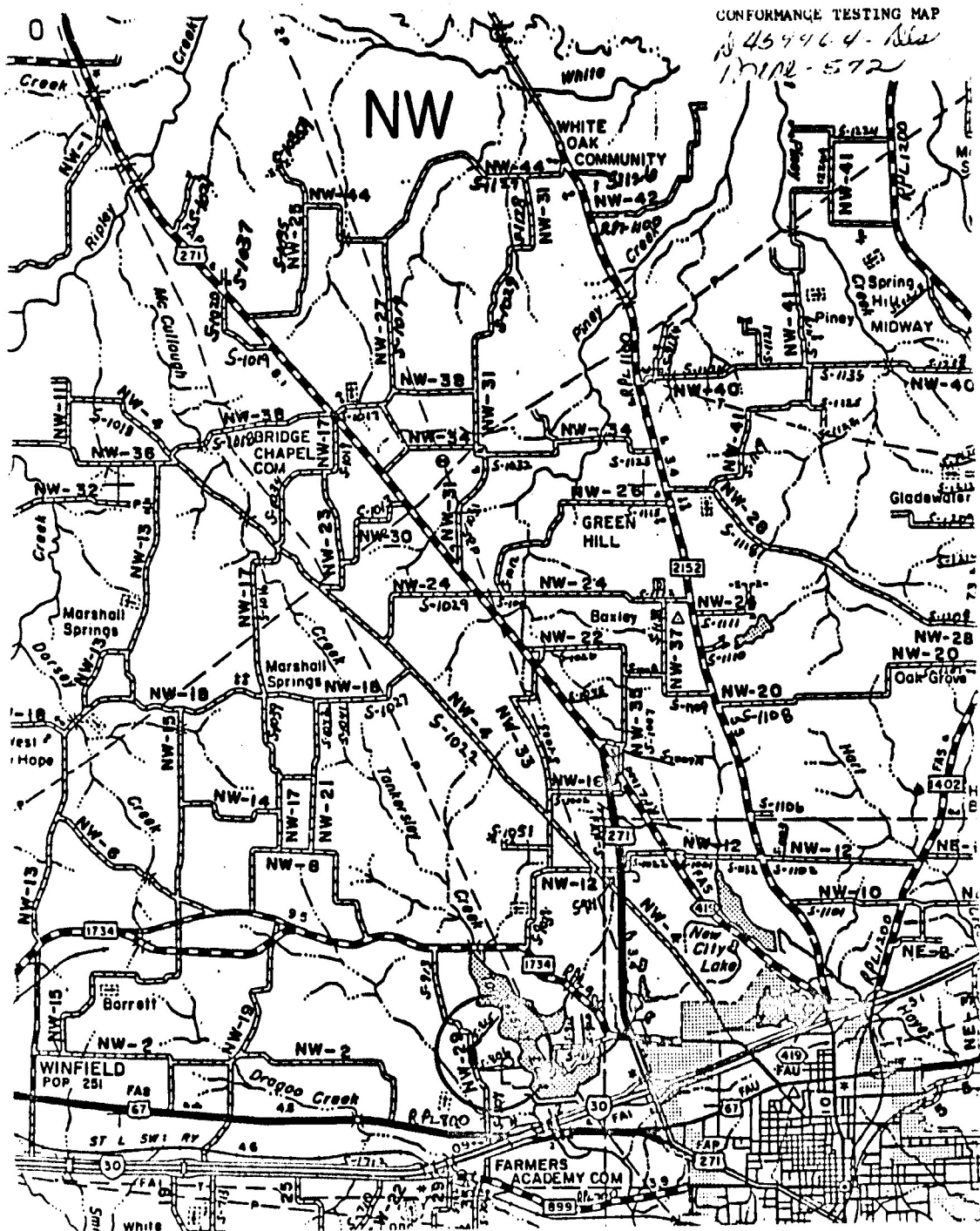
Respectfully submitted,

L. L. Shostrom
MANAGER-ENGINEERING DESIGN

Approved - Denied

Alfred L. Flanagan
COUNTY JUDGE

Form No. 1009



IN THE MATTER OF
ADJOURNMENT

Motion was made by Commissioner Mike Fields and seconded by County Judge Alford L. Flanagan to adjourn. Motion carried unanimously.