



**City Hall Safety Committee
Minutes
April 4, 2009**

Meeting called to order at 1:20 PM

Present: Adam Alix, Kristi Heim, Todd Drew, Sue Nett, Tom Stoffel, Tasha Saecker.

Absent: Jeff Brandt, Brian Tungate. Sylvia Bull

A. Motion to approve minutes made by T. Saecker and seconded by A. Alix.

B. Old Business

1. **EOEP Maps** – In process Memorial Building, Health Department and Senior Center.
2. **Space Heater Policy** – T. Drew policy will be drafted and ready to be put in place by fall 2009 prior to heating season.
3. **Lockout/Tagout** – Vehicle / motorized equipment section has been put in place. T. Drew will obtain spark plug caps for Maintenance Staff for locking out keyless small engine equipment (lawnmowers).
4. **City Hall CVMIC Walk Thru Update** – Reports on the walk thru conducted at City Hall and the Library were reviewed. Majority of previously identified issues have been corrected – remaining items are in process including clean-up of City Hall basement, hazard marking steps, etc.

C. New Business

1. **Monthly Safety Topic** – *Know the Score ... Before You Pour* was distributed and discussed. Topic covered review of labels and MSDS sheets prior to using chemicals.
2. **Injury Review** – No injuries reported.
3. **Employee Safety Manual Return and Pending Revisions** – Committee requested to have employees in their departments return their safety manuals to Department Head. T. Drew to have draft revised Safety Manual ready for review by the May 2009 safety meeting.

4. **Walk Thru Memorial Building** – Safety walk thru conducted during meeting. Refer to attached walk thru report.

D. Training

1. **Accident Investigation Procedures** – S. Nett and T. Drew to discuss accident investigation procedures and conduct a review of current forms with CVMIC on May 6, 2009. Safety Committee members requested to provide input or questions for this meeting. Future training with Department Heads and Supervisors to be scheduled following this meeting.
2. **Sexual Harassment Training** – Scheduled for November 18, 2009 at 8:30AM, 10:15AM and 1:15PM.
3. **EOEP Drills** – Library Drill scheduled for April 6, 2009 at 1:00PM.
4. **Hearing Conservation** – Hearing testing scheduled for the first 3 Thursdays in April. A. Alix reminded to check the signup sheets as some of the times had to be adjusted.
5. **Body Mechanics/Safe Lifting** – Training for Library and Maintenance staff to be scheduled in the month of April. T. Drew, A. Alix and T. Saecker to coordinate date(s) and times of training.

E. Meeting adjourned at 2:30PM

Next meeting Wednesday May 6, 2009 @ 1:15 PM.