



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

Meeting called to order at 1:20 PM

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

Absent: Jeff Brandt, Brian Tungate

A. Motion to approve minutes made by S. Bull and seconded by T. Stoffel.

B. Old Business

1. **EOEP Plan Review** –Copies of completed plans provided to Safety Committee members present, instructed to make copies of the appropriate plan for staff and provide awareness introductory training. Drill to be conducted in April in conjunction with tornado awareness month. Red Cross emergency kits will be raffled to those employees who participate in the drills.
2. **Emergency Evacuation Signage** – Signage posted in City Hall, Senior Center and Library. Copies are included in the appropriate EOEP manual.
3. **Building Walk Thru**- Safety Committee members reminded of the CVMIC building walk thru on February 25, 2009. (DPW 8:00am, Library 10:00am, City Hall 1:30pm)
4. **Emergency Evacuation Signage for other City Owned Buildings** – T. Drew consulted with B. Stenz CVMIC and Al Auxier Neenah-Menasha Fire and determined that the Memorial Building and Jefferson Park Pool Building would require posted emergency evacuation signage to be posted. K. Heim will provide any signage, evacuation procedures already in place for the pool. Separate EOEP manuals will also be generated for those facilities. A. Alix to obtain any plans already in place for the Memorial Building and obtain floor plans.

C. New Business

1. **Monthly Safety Topic** – *Don't be like him! Take Safety Seriously* was distributed and discussed. Topic covered horseplay around the workplace.

2. **Injury Review** – No injuries reported. S. Bull stated the necessity to add a signature line on the witness form and to add victim to the title of the witness reporting form.
3. **Red Cross Emergency Preparedness Kits** were shown and discussed.
4. T. Drew provided A. Alix clarification from NFPA code regarding the prohibition on storing Category I and Category II flammable materials in basements.

D. Training

1. **Accident Investigation Procedures / Completeness Training** will be provided for Supervisory employees. This training will provide information and procedures on properly and completely investigating and reporting employee injury/patron injury incidents.
2. **EOEP Training / Hazard Communication Refresher Training** to be conducted in a computer based format. Classroom Hazard Communication will be provided for new employees (Library, MPD, DPW).
3. **Asbestos Awareness Training** – (Building Maintenance, IT) Building Maintenance refresher training will be provided in computer based format. IT and new DPW employees will be conducted in classroom format on February 11, 2009 @ 8:30 AM.
4. Information provided regarding visit by Terry Clark DComm Safety in Buildings Section regard the requirement to update lock out tag out procedures for vehicle power source locks/tags during service. Building maintenance impacted related to any work on lawnmowers/snow blowers or any other equipment which would fall under the scope of the lock out tag out program. T. Drew to provide written information on proper procedures and additional training to reinforce requirements.

E. A. Alix made motion to adjourn second by T. Saecker at 2:15 PM