



**City Hall Safety Committee
Minutes
January 7, 2009**

Meeting called to order at 1:20 PM

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

Absent: Jeff Brandt, Brian Tungate, Kristi Heim

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

B. Old Business

1. EOEP Signage – All signs have been posted at the library. A. Alix to provide copies to S. Nett and T. Saecker. Simple signs have been put up at the Senior Center. Signage at City Hall and Health Department still in process. T. Drew will consult with B. Stenz – CVMIC regarding requirements to have posted signs at Hart Park Pavilion, Memorial Building, Jefferson Park Pavilion, Jefferson Park Pool and Marina buildings. T. Drew will also check with B. Tungate regarding any signage which may already have been put in place at the Jefferson Park Pool Building.

C. New Business

1. Monthly Safety Topic – Good Service...They Deserve It was distributed and discussed.
2. Injury review – Two patron injuries were discussed both had to do with falls related to snow and ice. One incident report was at the Library which involved the individual breaking a hip as a result of a fall. The other incident was at the Senior Center which involved an individual falling due to ice from the weekend ice storm. Discussion related to additional steps that could be taken to avoid this type of issue in the future including pre-salting approach and parking lot, delayed opening and/or closure on days which snow and ice is an issue. S. Nett expressed hesitation to close the Senior Center due to the meal site and that some seniors rely on this as their only significant meal of the day. The issue of additional attention to

plowing and salting will be brought up at the next DPW/ Parks Safety Committee Meeting.

Issue was also raise by S. Bull regarding the non-employee incident reporting form to include Victim signature along with Witness signiture in the witness section. Change to the form will be made.

3. CVMIC / Menasha Health Department to conduct building walk thru on February 25, 2009. Projected schedule is 8:00 AM Public Works Facility, 10:00 AM Library, 1:30 PM City Hall.

D. Training

1. **Bloodborne Pathogen Review** – Completed
2. **Areas of Focus for (2009)**
 - Hazard Communication Refresher to be conducted in conjunction with EOEP Orientation. Date and format (classroom vs. on-line) to be determined.
 - Asbestos Awareness refresher (on-line) for all employees who work in close proximity to asbestos containing materials. Training to include all employees who received initial training. IT Department will require initial asbestos awareness training (classroom). T. Stoffel had questions regarding the necessity to have IT be included. T. Drew stated that based on previous year IT had the majority of potential contact. T. Drew further stated that the training was simply to make the IT Department aware of asbestos materials, locations of asbestos containing materials in City of Menasha Buildings and procedures in the event a potential disturbance exists including procedure to inform contractors (i.e. running cables above ceiling tiles).

E. Meeting adjourned at 2:10 PM