



**City Hall Safety Committee
Minutes
May 6, 2009**

Meeting called to order at 1:20 PM

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

Absent: Brian Tungate, Kate Clausing, Tom Stoffel

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

B. Old Business

1. **EOEP Maps** – In process Memorial Building, Health Department and Senior Center.
2. Review Memorial Building Walk Thru Report – Safety walk thru report was reviewed by the committee. Items cited as follows:
 - **Item #1** – EOEP plan and maps will have to cite basement shelter and alternate shelter in the event outside groups use the building without a Menasha employee present. Keys for Historical Society and basement access will be provided to staff. S. Nett recommended adding information regarding shelter location/instructions to groups along with the existing forms regarding use of the building
 - **Item #3** – Cabinet belongs to Folk Dance Group. K. Heim will determine if they will be continuing to use the room and if so contents of the cabinets and safety concerns.
 - **Item #9** – Moldy items have been removed from this area per A. Alix. S. Nett recommended signage advising not to store items in the areas which are commonly wet.
 - **Item #10**- A. Alix and T. Drew will make necessary repairs to asbestos insulation.
 - **Item #11**- A. Alix will check plans and have a plumber assess this area to determine the best corrective action.
 - A. Alix will coordinate corrective actions for all items not cited above with building staff and Building Maintenance staff.

3. **Review of Library and City Hall EOEP Drills-** Both drills went very well. S.Nett recommended that the announcement of the drill should have included some instruction for patrons. All patrons exited the building for the drill instead of going to the shelter. Response for the drill for both City Hall and Library was close to 100% of staff.

C. New Business

1. **Monthly Safety Topic – *Stay Alert! Don't Get Hurt-*** was distributed and discussed. Topic covered safety for flaggers on road construction projects.
2. **Injury Review** – No injuries reported.
3. **Employee Safety Manual Revision** – Committee provided copies of revised Safety Manual for review. T. Drew asked to have Safety Committee members provide draft copy for review by employees in their departments. T. Drew requested notations on any content, spelling or grammar errors.
4. **Senior Center Safety Issues** – S. Nett discussed concerns regarding signage indicating slow speed for vehicles traveling in the alley adjacent to the entrance. A. Alix will discuss issue with Public Works regarding having a slow speed sign made. S. Nett also discussed concerns raised by seniors regarding a more clearly marked entrance. Installation of an awning labeled **ENTRANCE** was suggested. A. Alix and S. Nett will research options with Appleton Awning.

D. Training

1. **Accident Investigation Procedures** – S. Nett and T. Drew met with CVMIC on May 6, 2009 to discuss accident reporting/ investigation forms. Department Heads and Supervisors were encouraged to fill out the accident review section as completely as possible including what could have been done to avoid accidents which would site specifics. Additional training will be conducted in the future.
2. **City Hall CPR re-certification.** City Hall CPR re-certs were completed on May 5, 2009. Safety Committee Members were instructed to have any employees in their Departments who did not attend to schedule the training during one of the Summer CPR classes by calling the Health Department Office for available dates and to sign up.
3. **Library / Senior Center Lifting & Body Mechanics Training** – May 19, 2009. Training will include classroom presentation and hands on stations including folding tables, chairs, books and pushing vs. pulling carts.

4. **Hearing Screening Completed** – T. Drew requested that if any employees had not yet been screened to have them go in to the Affinity Occupational Health on Appleton Road as soon as possible. No appointments necessary. Records will be reviewed against sign-up sheets – employees without a completion record will be notified to go in. T. Drew will also confirm whether or not hearing screening is provided during entrance physical.

E. Meeting adjourned at 2:25 PM – Motion by A. Alix second by S. Bull.

Next meeting Wednesday June 3, 2009 @ 1:15 PM.