



Public Works and Parks Safety Committee
February 24, 2009
9:00 AM
Menasha Library – Gegan Room

Minutes

Meeting called to order at 9:05 AM

Present: Bill Basler, Adam Alix, Mark Radtke, Jeff Nieland, Ken Popelka, Sue Nett, Todd Drew, Cory Gordon

Absent: Tim Jacobson, Brian Tungate, Jeff Brandt

- A. Motion to approve minutes from January 20, 2009 meeting made by M. Radtke second J. Nieland.
- B. Old Business
 1. Maintenance Shop Oil Tanks / Tires – no change / on hold due to weather.
 2. Ice Cleats garbage / recycling trucks – total of 12 sets purchased (2 different styles).
 3. 2009 CVMIC Walk Thru 2/25/09 @ 8:00 AM PWF. J. Nieland, B. Basler, A. Alix to participate in walk thru.
- c. New Business
 1. Monthly Safety Topic – “Don’t be like him – Take safety seriously No horseplay at work” was distributed and discussed. Topic covers the hazards related to horseplay on the job.
 2. Injury Review – A single injury was reviewed involving a lift arm assembly slipping out of a Maintenance employees hand and it swinging striking him in the face. Issues related to the use of proper eye protection and also an issue of proper isolation / lockout of an energy source is also a concern. T. Drew will research options regarding prescription safety glasses. Kinetic energy will also be discussed in the Lockout/Tagout vehicle supplemental training.
 3. Workers Comp. Claims Review – 5 year breakout of workers comp. claims including costs incurred for each type of injury was discussed.
 4. DComm. Lockout/Tagout procedures specific to vehicles was discussed related to a visit by T. Clarke DComm regarding the issue of strict vehicle

component to Lockout/Tagout programs. Assumption is that he will conduct a compliance inspection in the near future (likely 30-60 days) T. Drew will obtain video clips per request of K. Popelka. J. Nieland also suggested that the issue be directly discussed with Vehicle Maintenance crew. T. Drew to have this meeting yet this week. Video clips and short summary of vehicle / motorized (gas) Lockout/ Tagout requirements will also be discussed with the entire crew including Parks. T. Drew will order appropriate tags (100/roll) as discussed and agreed upon by committee. B. Basler to construct a box for locking out keys. The box will include 3 separate lockable compartments with 3 hasps per compartment. T. Drew will appropriately label the box and provide container for completed tags.

D. Training

1. Flammable Storage / Fire Extinguisher Training – Completed and logged into training records.
2. Revised Lockout/Tagout training including specifics with vehicles in process at DPW. Additional training will be conducted with Maintenance and a short instructional session will also be conducted along with video clips within the next 30 days by T. Drew.
3. Asbestos Awareness training in process at DPW.
4. Driver Training Discussion – J. Nieland to discuss with T. Jacobson regarding training options. CVMIC will be consulted regarding options on 2/25/09 during building walk thru.
5. Hearing Screening to be conducted the first 3 Thursdays in April (2,9,16). DPW signed up for 4/2/09. After all Parks employees sign up the sheets will be forwarded to A. Alix and M. Radtke.
6. EOEP Training – A. Alix to complete maps for Garage. C. Gordon stated that he could assist in generating the maps while T. Montour is on vacation.
7. CPR/ First Aid – tentative dates week of March 30, 2009 to be confirmed by L. Kjemhus – Menasha Health Department.

E. Meeting adjourned at 10:10 AM. Next meeting to be March 24, 2009 @ 9:00AM.