



Public Works and Parks Safety Committee
March 31, 2009
9:00 AM
Menasha Library – Gegan Room

Minutes

Meeting called to order at 9:05 AM

Present: Bill Basler, Mark Radtke, Jeff Nieland, Sue Nett, Todd Drew,
Cory Gordon, Tim Jacobson, Jim Julius

Absent: Brian Tungate, Jeff Brandt, Ken Popelka, Adam Alix

- A. Motion to approve minutes from January 20, 2009 meeting made by C. Gordon second M. Radtke.

B. Old Business

1. Maintenance Shop Oil Tanks / Tires – T. Jacobson requested Building Inspection Department do an inspection regarding opening a section of the east wall to allow direct access to the tire storage trailer. A header is already in place in this area which could be used to support an access door. Work to progress on removing/relocating tires and moving oil bulk tanks. T. Jacobson requested the minutes reflect his statement that "*The building is dead and very difficult to address necessary changes and any progress toward safety and improvements is only due to the professionalism of his staff.*"
2. Safety Glasses- Discussion regarding prescription safety glasses and a suggestion made to have safety glasses be mandatory in the Wood Shop, Parks Shop Area and possibly the vehicle garage. Prescription safety glasses are not covered by Vision Insurance Plan. T. Drew researched the issue and found average cost (per Shopko Optical) is approximately \$115.00. Issue will have to be addressed during the bargaining process. Collectively the committee agreed that the wood shop should be mandatory. The other two areas would be left to the discretion of employees to wear safety glasses based on task. Safety Glasses Required signage will be posted at all access points to the wood shop.
3. EOEP Plan/Signage – Currently plans from the two additions to the Public Works Garage are being put together in order to produce signage.
4. Vehicle Lockout/Tagout – T. Drew stated that all equipment including lock box, tags, locks and procedures have been put in place. B. Basler

suggested cut off plug wires to act as lockout for spark plugs on smaller equipment (i.e. lawnmowers) which do not have keys. B. Basler will obtain approximately 12 old plug wire connection ends for this purpose. Plug wire connections will be used to affectively prevent contact between the plug lead and the spark plug during service.

c. New Business

1. Monthly Safety Topic – *Before you do it – Take time to think through it* was distributed and discussed.
2. Injury Review – 2 injuries were reported. 1) Employee had a 96 gallon automated cart which he was moving roll over his foot which resulted in a loss time foot injury. Accident could have possibly been avoided by pushing the dumpster instead of pulling it per Body Mechanics Training. 2) Employee slipped on the ice while trying to repair a damaged stop sign. Accident could have possibly been avoided by wearing available ice cleats and/or clearing snow from the work area before attempting to make the repairs. Body Mechanics / Lifting and safe winter practices will be reinforced in upcoming training.
3. Daily vehicle safety checks – T. Jacobson provided the current daily safety check slips which cover lights, equipment, fluids etc. Employees are to add a statement to their daily mileage report for each vehicle that a safety check was preformed. T. Jacobson and J. Neiland will reinforce this requirement with staff during morning meeting.
4. Safety Hammers – S. Nett discussed the availability of 7 safety hammers and options to place them in pool vehicles or to add to raffle during EOEP Drills. T. Drew suggested that vehicles used for travel outside of the City be supplied with hammers(Health, IT, Engineering car). 3 remaining hammers will be available for drawing during EOEP.
5. Safety Manuals – Update on the return of safety manuals. T. Drew stated that draft updated Safety Manual will be available for review prior to the next scheduled safety meeting.
6. Duct Cleaning – T. Drew discussed concern raised regarding cleaning the ducts leading into the equipment room and Parks Shop. Duct interiors were inspected – determined with heating system to be shut down that reassessment and cleaning if necessary would be done in the fall prior to the next heating season.
7. Construction Zone Traffic- C. Gordon raised the issue of worker safety related to general traffic going through construction areas marked with Road Closed signage. C. Gordon stated that the Menasha Police Department has not been responsive to requests to help enforce this issue. M. Radtke will address the issue with B. Stanke. T. Jacobson suggested parking squad cars around the work zone access points as a deterrent to drivers entering work zone areas.

D. Training

1. Driver Training- Scheduled for May 12, 2009 with B. Rank CVMIC. T. Drew requested suggestions for training content. T. Jacobson suggested

backing, slack adjusted inspection, visibility (sanitation trucks), evasive driving. T. Drew will forward suggestions to B. Rank

2. Hearing Screening – Screenings to be conducted April 2, 9, 16 at the Affinity Occupation Health Building on Appleton Road. T. Drew stated that some of the times had to be adjusted and suggested supervisors review the sign up sheet and post for employees to check for their time.
3. Asbestos Awareness and Lockout/Tagout Refresher – Computer based training completed. Presentation on vehicle and equipment lockout/tagout revisions will be conducted by T. Drew.
4. Sexual Harassment Training will be conducted on November 18, 2009 @ 8:30 AM, 10:15 AM and 1:15 PM.
5. Respirator Fit Testing – T. Drew will begin respirator fit testing for DPW/Parks staff in April. Fit testing will be conducted at 7:00 AM on multiple days. T. Drew will provide dates to J. Nieland.

- | E. Motion to adjourn made by J. Julius second C. Gordon. Meeting adjourned 10:20 AM. Next meeting April 21, 2009 @ 9:15 AM.