



PUBLIC WORKS AND PARKS SAFETY COMMITTEE
MINUTES
January 20, 2009

Meeting called to order at 8:05 AM.

Present: Jim Julius, Bob Huss, Tim Jacobson, Jeff Nieland, Mark Radke,
Adam Alix, Todd Drew, Sue Nett, Bill Basler, Cory Gordon

Absent: Ken Popelka, Brian Tungate, Jeff Brandt, Matt Schultz replaced on committee by
Bill Basler Sr.

A. Motion to approve minutes from December 16, 2008 meeting made by B. Huss second
by J. Nieland.

B. **Old Business**

1. Safety Shoe Policy Update – C. Gordon presented tasks conducted by
Engineering Staff which would require safety shoes. Lifting manhole covers /
frames was cited as the only regular activity. C. Gordon stated safety shoes
would be maintained in trucks. T. Drew to amend Draft PPE Policy to state
Engineering Staff to wear safety shoes while lifting manhole covers and frames
and as necessary to include any other applicable activity. Motion made C. Gordon
second B. Basler – unanimous vote to approve motion.
2. Maintenance Shop Oil Tanks/ Tires – On hold due to weather. Oil Equipment Co.
will be consulted regarding piping tanks once moved.

C. **New Business**

1. Monthly Safety Topic – "Good Service... They Deserve it" was discussed and
distributed. Topic covers the importance of treating people with courtesy and
respect which will help avoid escalation of incidents.
2. Injury Review – A single injury was reviewed from DPW. Employee slipped on ice
as he was exiting recycling truck. Injury did not involve any time loss. Issue was
unavoidable due to extreme ice issue following ice storm. Recommendation was
to provide employees with ice cleats to help avoid slips and falls on ice. M. Radke
stated ice cleats would be provided for employee use on an as needed basis.
3. 2009 Objectives – Discussed in Training portion of the agenda.
4. 2009 Facility Walk-thru – to be conducted with CVMIC on February 25th
beginning at the Public Works Facility between 8:00 AM – 8:30 AM. Safety
Committee members encouraged to participate in the facility walk-thru.
5. Senior Center Parking Lot – Discussion of regular practices of salting and
clearing. M. Radke stated some procedural changes had been made. T. Jacobson
stated ice was impossible to avoid. Additional discussion on the merit of closing
the Senior Center in cases such as that.

D. Training

1. Flammable Storage/ MSDS/ Fire Extinguisher Access Training – T. Drew stated training is complete, waiting for IT Department regarding a computer that can be set up at the Public Works Facility.
2. Asbestos Awareness Refresher – T. Drew stated the refresher training will be conducted in the same computer based format as the Bloodborne Pathogen and Flammable Storage Training. New employees will be required to receive the initial class room training (~30-45 minutes).
3. Driver Training DPW/Parks Emphasis – T. Drew to research options based on CVMIC information and Fox Valley Technical College.
4. Respirator Fit Testing – All DPW/Parks employees assigned respirators to receive annual fit testing and care and maintenance refresher March – April 2009. All sessions to be conducted at 7:00 AM weather dependant.
5. Hearing Screening – Annual hearing testing to be conducted between March-May 2009 at Affinity Occupational Health Office on Appleton Road, Menasha.
6. EOEP Signage and Training – Spring 2009 pending completion of signs.
7. CPR/ First Aid – To be conducted by Loretta Kjemhus City of Menasha Health Department. T. Drew will consult with L.Kjemhus regarding her schedule. Dates to be discussed at the February meeting.

E. Meeting adjourned at 8:45 AM. Next meeting February 24, 2009 at 9:00 AM