



City Hall Safety Committee Meeting  
April 1, 2010

**Minutes**

Meeting called to order at 1:21 PM.

Present: Adam Alix, Tom Stoffel, Sylvia Bull, Kristi Heim, Kate Clausing, Pam Captain, Sue Nett

Excused: Todd Drew, Tasha Saecker

A. Motion to approve minutes from March 4, 2010 meeting made by K. Clausing and seconded by S. Bull. Motion carried.

B. Old Business

1. EOEP update. The maps for the Memorial Building and the Health Department are just about completed. Next step will be to practice building evacuations.
2. Signage for the Senior Center entrance is ready for hanging. A. Alix will try and place the signage next week.

C. New Business

1. The monthly safety topic on ergonomics was distributed. This is a reminder to use appropriate posture at the computer, think before lifting or moving a heavy item, and have adequate lighting in the workspace.
2. No injuries this month to review.
3. CVMIC sent out a template safety manual. T. Drew had asked committee members to review it prior to the meeting and bring suggestions for change. After discussion, it was decided that T. Drew and S. Nett would review the CVMIC document and compare it to the current city safety manual and make appropriate changes to the city manual.
4. Other issues of concern: S. Bull questioned about having the public waiting in the building until the employees arrived. She found a few seniors had been allowed to enter the senior center prior to 8 AM by another department employee who happened to be at the center early working on a project. The general consensus of the committee was this was not a safe practice and the public can be told when the building opens and will have to wait until then. This prompted the question of the back door at city hall being unlocked prior to 8 AM and sometimes having the public enter and be in the building before the business day begins. The consensus of the committee was to keep the back door at City Hall

locked until 8 AM. Employees are to use the code to enter the building and if they need the code number to contact their supervisor. P. Captain will send out a memo to city hall employees regarding this. K. Clausen questioned why the library staff door was unlocked, citing she and K. Heim witnessed a suspicious looking male entering through that door. Committee members recommended this door be locked at all times. Staff have keys to enter. A. Alix will check and see what the cost is for a key pad and discuss it with T. Saecker. S. Nett will contact T. Saecker regarding the locking of the back door as a recommendation from the safety committee.

#### D. Training

1. Difficult Customer/Diversity training is scheduled for April 8 and 21. Not all departments have signed up yet. T. Drew to notify P. Captain who hasn't signed for a session and she will send out a memo.
2. Fire Extinguisher training is an annual requirement. M. Sipin of the N-M Fire Rescue can schedule the training for this month. Those required to take the training: all DPW and Parks employees, all Custodial staff, 2 from each of the health department, senior center, and library buildings, and 2 from each floor at city hall.
3. Reminder given for CPR/AED training for the emergency response team members from city hall, senior center, and library on May 5<sup>th</sup> 8:30 to 11 at the senior center. Health department instructors will teach the class. Those not able to attend will have the option of attending a class during the summer.
4. The annual Haz Comm refresher training is due. T. Drew will send out the instructions for the online review and the timeframe for completion.
5. CVMIC staff will be doing the bloodborne pathogen training and harassment training for summer employees in May. Date has been scheduled per K. Heim.

E. Motion to adjourn at 2:13 PM by P. Captain and seconded by K. Heim. Motion carried.