



City Hall Safety Committee Meeting July 8, 2010

Minutes

Meeting called to order at 1:20 PM.

Present: Tom Stoffel, Sue Nett, Todd Drew, Kate Clausing, Pamela Captain, Adam Alix
Excused: Kristi Heim, Sylvia Bull, Tasha Saecker

- A. Motion to approve minutes from June 3, 2010 meeting made by P. Captain and seconded by S. Nett - Motion carried.

B. Old Business

1. **Memorial Building Corrections Update** – Issue with anchoring the Square Dancer's cabinet on second floor still pending – A. Alix to contact B. Tungate. Emergency exit sign to be installed in basement. Map to be completed following final decision on storm shelter route.

C. New Business

1. **The monthly safety topic** “When it’s Hot – Make Sure your are not” Distributed and reviewed.
2. No injuries this month to review.
3. **CVMIC Risk Assessment** – Discussion regarding the process and documentation gathering. P. Captain stated that written policies will need to be worked on.
4. **Additional Items**- Employee entrance at the library open prior to meeting. A. Alix to address with T. Saecker.

D. Training

1. **Fire Extinguisher Training** – T. Drew to contact M. Sipin regarding scheduling training in September.
2. **Annual Refresher Training** – Haz Comm, Asbestos Awareness trainings are available on the share drive. E-mail was sent to Departments regarding availability.
3. **Additional Training Sessions** – Suggestion was made to possible provide a refresher training on ergonomics.

- E. Motion to Adjourn 2:05 PM

Motion: T. Stoffel Second; P. Captain