



City Hall Safety Committee Meeting

August 5, 2010

MINUTES

Meeting called to order at 1:30 PM at the Menasha Senior Center.

Present: Adam Alix, Kate Clausing, Susan Nett, Pam Captain.

Excused: Kristi Heim, Thomas Stoffel, Todd Drew, Tasha Saecker.

A. Motion to approve the minutes from July 1, 2010 meeting made by K. Clausing and seconded by A. Alix. Motion carried.

B. Old Business

1. Memorial Building Corrections Update---Emergency lighting (exit) for basement still needs to be completed and cabinet belonging to the Square Dance group is still not anchored to the wall because waiting for permission from the group to do so.

C. New Business

1. Monthly Safety Topic will be sent to the departments. This month's topic is on driver distractions and the need to pay attention when driving so as to avoid causing an accidents.
2. Injury Review—none to report.
3. Senior Center Walk Thru – Transition to YMCA. Committee members did a safety walk through inspection of the senior center. Results are attached to the minutes. Adam will follow up with some of the noted issues and Jean Wollerman from the Y will work on the basement area. It was also noted that the door to the maintenance room should remain locked at all times due to the cleaning supplies and bloodborne pathogen container being stored there.

D. Training

1. Fire Extinguisher Training – any days in September okay except avoid Mondays and Fridays if possible. T. Drew still working on scheduling with M. Sipin from the fire department.
2. Annual Required Refresher Trainings – computer based (Haz Comm, Asbestos Awareness, etc). – Available – notice e-mailed
3. Discussed a general ergonomics refresher training toward the end of the year.

E. Meeting adjourned at 2:45 PM

