



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
May 4, 2010
MINUTES

Meeting called to order at 9:10 AM

Present: J. Julius, Tim Jacobson, Jeff Nieland, A. Alix, C. Gordon, Bill Basler, Brian Tungate, Todd Drew, Sue Nett, Vince Maas.

Absent: M. Radtke, K. Popelka, P. Captain

A. Approval of Minutes – Motion to approve minutes C. Gordon seconded J. Julius with the following change that Parks Shop be changed to Maintenance Shop related to the hose reel safety risk concern.

B. Old Business

- 1. EOEP Maps** – Garage maps are completed and posted. Health Department map is completed. Memorial Building has to have directions to basement storm shelter completed. B. Tungate to provide existing map for Jefferson Park Pool Bath House.
- 2. Review Vehicle Safety Training April 27, 2010** – Consensus was that the training was very good. T. Jacobson would like to conduct the training with all new hires and for all employees every 1-2 years. Additional suggestions were to also use small truck / trailer backing station and also to add a piece of large equipment to the trailer backing with the tandem.
- 3. DMV Tank Endorsement Tests** – Billy Basler has completed and passed the exam. J. Nieland to provide T. Drew copy of new CDL.
- 4. First Aid Kit Maintenance, Sign Shop First Aid Kit** – Morton Safety has done updates and re-stock on all DPW / Parks first aid kits. T. Drew will obtain quotes for a large / serious injury kit for the sign/wood shop area.
- 5. Difficult customer / Diversity Training Review** – consensus was that the training was very good as was the instructor.

C. New Business

- 1. Monthly Safety Topic** – “Be Visible...while being all you can be” which discusses the use of high visibility vests was distributed and discussed.
- 2. Injury Review** – No injuries reported for DPW or Parks
- 3. Safety Manual Revision** – Motion to approve revised Safety Plan as written made by V. Maas seconded by B. Basler. Vote 9 in favor 0

opposed. Revised Manual will be sent to Common Council following City Hall and Police Safety Committee approval.

4. **Other items** – No new items

D. Training

6. **Lift Truck Training** – T. Drew to arrange training within the month of May. Dan Bins from FRED has operations manual for the bucket truck. D. Bins will conduct safety training on the bucket truck and scissors lift.
7. **Respirator Fit Testing** – 6-8 DPW / Parks employees still require fit testing – T. Drew to complete during the month of May.
8. **Status of Confined Space Air Monitoring Training (computer based)** – No employees have taken the training to date.
9. **Annual Haz Comm Refresher** – T. Drew will provide refresher on computer format at the Public Works Facility Building. T. Drew is in process of auditing the MSDS Sheet books. T. Jacobson also suggested review of products for possible non-organic chemical based alternatives.
10. **Other Training Needs** – Chain saw training with FISTA and Stihl will cost approximately \$700 / half day and 1200./ full day. T. Drew will attempt to recruit other Cities if possible to share cost.

- E. **Adjourn:** Motion B. Tungate second V. Maas @ 9:50AM