



**Public Works/Parks Safety Committee Meeting  
Minutes  
March 23, 2010**

Meeting called to order at 9:05 AM.

Present: Todd Drew, Sue Nett, Jeff Nieland, Tim Jacobson, Bill Basler, Mark Radtke, Vince Maas, Adam Alix, Jim Julius, Brian Tungate, Ken Popelka, Corey Gordon

Absent: Pamela Captain

A. **Approval of Minutes** – Motion to approve minutes J. Julius second V. Maas

**B. Old Business**

1. **EOEP Maps** – Garage Maps completed.
2. **Additional Safety Equipment** – additional fluorescent seat belt straps and hard hats were purchased from proceeds of the sale of axles off a trailer used for tire storage.

**C. New Business**

1. **Monthly Safety Topic** – “Don’t let your hopes of good health be paper thin” regarding respiratory protection was distributed and discussed.
2. **Injury Review** – Two injuries were reported from the Parks Department:
  1. Arm strain due to repetitive heavy lifting of branches and wood chunks. Possibly avoided by incorporating proper lifting techniques, engineering controls and two man lifting.
  2. Employee hit by a wheel barrow which slid off a truck which was tipped to remove soil. Issue could have been avoided by sampling removing the wheel barrow prior to tipping the bed.
3. **CDL vehicle tank endorsements** - T. Drew requested study guides for those who need to write the CDL Tank Endorsement Test. Test would be administered at a DMV office – either Oshkosh or Appleton.

**D. Training**

1. **Vehicle Safety Training** – April 27, 2010 set as primary day with April 28, 2010 set as an alternate. Training will consist of 3 stations including backing large vehicle using buddy system with hand signals, backing trailers and vehicle inspection prior to use.
2. **Respirator Fit Testing** – Fit tests to be conducted on Monday or Tuesday mornings until completed.
3. **Status on Air Monitoring Computer Training** – No employees have taken the training as of yet. Training is available on the break room computer.
4. **Difficult Customer / Diversity Training** – sign up completed to be returned to T. Drew.
5. **Additional Items** –
  - First Aid kits need to be audited and replenished. T. Drew to contact Morton Safety.
  - Wood Shop / Sign shop requires a First Aid kit
  - Chain saw crew and bucket truck requires a serious injury specific kit including items for field dressings etc.
  - April - Tornado Awareness Month – drills will be scheduled.

- Trip hazard cited in the **Street Maintenance Shop** due to small air hose reels which result in hoses being coiled and posing a trip hazard. T. Drew to look into larger diameter hose reels.

E. Motion to adjourn made by M. Radtke second B. Basler 9:50am. Next meeting April 27, 2010 @ 9:00am.