



**City Hall Safety Committee Meeting
March 4, 2010
Minutes**

Meeting called to order at 1:20PM.

Present: Tom Stoffel, Kate Clausing, Sylvia Bull, Tasha Saecker, Adam Alix, Sue Nett

Absent: Kristi Heim, Pam Captain, Todd Drew

A. Motion to approve minutes from February 4, 2010 meeting made by T. Stoffel and seconded by T. Saecker. Motion carried.

B. Old Business

1. EOEP update. Maps are in the finishing stages for the public works facility. Memorial Building and Health Department will follow shortly.

2. A summary of findings from the walk-thru at the Memorial Building during the February meeting discussed. A. Alix will continue to work on the areas that still need improvement.

3. The entrance signage is done and just needs to be put in place. A. Alix will do this in the next month.

C. New Business

1. Monthly safety topic distributed. City hall safety topic is on ways to avoid eye strain especially when utilizing a computer all day. Maintenance safety topic for the month is on using respiratory protection when appropriate.

2. No injuries to review. 2009 loss control report from CVMIC reviewed and discussed. Most injuries involve lifting, pushing, pulling and slips and falls. Of the previous five years in the report, 2009 was low in workers comp injuries. S. Nett will bring the 2009 loss control summary report to the next meeting.

3. The majority of committee members did not have time to review the revisions to the safety manual. This item will be held for the next meeting.

4. Committee members discussed scheduling evacuation drills for 2010. A fire drill will be done both at the library and city hall unannounced sometime during the early part of May or during the month of June.

D. Training

1. Difficult Customer/Diversity Training is scheduled for April 8 and 21 with two sessions each day, 8:30 and 10:30. Information on sign up will be coming out soon. T. Saecker mentioned the Company E room needs to be reserved yet for the training.

2. The fire department is willing to do fire extinguisher training again this year if we would like. S. Nett will check with T. Drew to see if the recommendation for this training is yearly or every other year.

E. Motion to adjourn at 1:57 made by S. Bull and seconded by K. Clausing. Motion carried.

