



City Hall Safety Committee Meeting

January 6, 2011

MINUTES

Meeting called to order at 1:20 AM.

Present: Adam Alix, Tom Stoffel, Todd Drew, Tasha Saecker, Kate Clausing, Sue Nett

Excused: Kristi Heim, Pamela Captain

A. Motion to approve the minutes from December 10, 2010 meeting made by T. Saecker second T. Stoffel – Motion carried.

B. Old Business

1. **Library Report** – Report reviewed. A. Alix and T. Saecker to address issues cited in the report. Numerous items completed regarding the Library Walk Thru report. A. Alix could not find any additional information related to the anchors on the public book stacks.
2. **City Hall Door unlocking** – A. Alix stated Maintenance will take care of unlocking doors until further notice.

C. New Business

1. **Monthly Safety Topic distributed** – “Be in the Know of your Rights!” which discussed Employee Right to Know / Hazard Communication was distributed and discussed.
2. **Injury Review**— One injury reported – Employee was on hands and knees under a piece of equipment when he experienced a sharp back pain. Injury unavoidable – recommend stretching prior to awkward work.
3. **Other Items for discussion**- Mayor inquired and requested that discussion be made regarding having safety meetings go to bi-monthly. Committee unanimously agreed that meetings should remain on a monthly basis.

D. Training

1. **Ergonomics Training**- Training to be on January 18, 2010 broken into 2 sessions 10:00am and 1:00pm in the Company E Room.
2. **Bloodborne Pathogens Refresher** – T. Drew to discuss with P. James and have training put on the Intranet, and also to make

available at the library. To be completed with 2 weeks, e-mail shall be sent when available. T. Drew will provide a ergonomics self assessment at the training for employees to evaluate their work stations and return.

3. **Additional Training Suggestions-** No additional items were discussed.

E. Meeting adjourned at 1:55 PM motion made by T. Stoffel seconded T. Saecker