



City Hall Safety Committee Meeting

November 4, 2010

MINUTES

Meeting called to order at 1:20 PM.

Present: Kate Clausing, Susan Nett, Pam Captain, Todd Drew, Adam Alix,

Excused: Tom Stoffel, Kristi Heim, Tasha Saecker

A. Motion to approve the minutes from September 2, 2010 meeting made by P. Captain and seconded by S. Nett - Motion carried.

B. Old Business

1. Health Department walk thru – report reviewed.

C. New Business

1. Monthly Safety Topic distributed – “Learn the ABCs of extinguishers and you won’t get burned”
2. Injury Review—One injury at the Library:
 - Employee fell down stairs while carrying items. Request T. Saecker bring report for review at the December meeting.
3. Library Walk Thru – walk thru conducted report to be reviewed at December meeting.
4. Other items for discussion – City Hall back door issues have improved, P. Captain to discuss with T. Stoffel regarding having finance unlock doors at 8:00am.

D. Training

1. Fire Extinguisher Training Review – Training was good, quick review with hands on for City Hall, Library and Health Department staff.
2. Ergonomics training – training scheduled for January 18, 2011 2 sessions one in the morning and one in the afternoon.
3. Bloodborne Pathogen Training – T. Drew will talk to Patrick (IT) regarding putting the training on the share for employees to complete in December.
4. Additional Training Suggestions- No new training items raised.

E. Meeting adjourned at 2:45 PM following Library walk thru.

