



City Hall Safety Committee Meeting

February 4, 2011

MINUTES

Meeting called to order at 1:25 AM.

Present: Adam Alix, Tom Stoffel, Todd Drew, Sue Nett, Pamela Captain

Excused: Kristi Heim, Kate Clausing, Tasha Saecker

A. Motion to approve the minutes from January 6, 2011 meeting made by
A. Alix seconded S. Nett – Motion carried.

B. Old Business

1. **Library Report** – A. Alix conducted additional research into the anchors on the public book shelves and documented the capacity. E- mailed Durant (Engineer on Library Renovation) no response. Other items in process – walk through follow-up March

2. **Ergonomics Training Review** – Training was well received.

3. **Injury Report / Investigation Form** – New draft form was reviewed and thought to be appropriate to the CVMIC reporting form. City Hall Safety sent form on to other Safety Committees for approval

C. New Business

1. **Monthly Safety Topic** – “Don’t get burned while trying to keep warm” regarding use of space heaters was distributed and discussed. Brief conversation of the pending policy on space heaters was also discussed.

2. **Injury Review**— Building Maintenance employee cited carpal tunnel type wrist and arm pain. Report unavailable to discuss at meeting.

3. **Asbestos Awareness Issue** – T. Drew raised the issue of an employee having a potential exposure to asbestos resulting from crawling through a steam tunnel, which was in direct violation of the standing policy and procedure and awareness training dealing with areas containing or potentially containing asbestos containing materials per 2008 building survey. T. Drew stated that computer refresher trainings have been available since July 2010 with <50% completed required refresher training.

3. **Other Items for discussion**- No additional items discussed.

D. Training

1. **Bloodborne Pathogens Refresher** – T. Drew stated that this refresher training is available on the Intranet for all staff to complete.
2. **Ergonomics Self Assessments**- No workstation self assessments returned to T. Drew as of today's date.
3. **Work Plan Items** – Ergonomics training completed. Revision to injury report form in process per above.
4. **Additional Training Suggestions**- No additional suggestions made regarding training needs. T. Drew stated that this year's asbestos awareness would be classroom with Building Maint., DPW, Parks and IT.

E. Meeting adjourned at 2:10 PM motion made by P. Captain seconded S. Nett