



City Hall Safety Committee Meeting

June 9, 2011

MINUTES

Meeting called to order at 1:20 PM.

Present: Tom Stoffel, Todd Drew, Pamela Captain, Sue Nett, Kate Clausing,

Excused: Kristi Heim, Adam Alix, Cate Brandt

- A. Motion to approve the minutes from May 5, 2011 meeting made by P. Captain seconded Kate Clausing – Motion carried.

B. **Old Business**

1. **Library Report** –. No report

C. **New Business**

1. **Monthly Safety Topic** – “Think Safety; You owe it to yourself” was distributed and discussed.
2. **Injury Review**— One injury reported:
IT employee strained back will lifting and moving a computer monitor. Recommendation was to reinforce proper lifting techniques by turning the entire body instead of twisting while lifting objects.
3. **Revise non-employee incident report** – T. Drew inquired as to whether the non-employee form required update. K. Clausing stated that there was not a form required to be sent to CVMIC. Recommendation was to refresh departments on the need to fill out the form and to make sure that the narrative section is as detailed as possible.
4. **Other new items** – no other new items were addressed

D. **Training**

1. **Severe Weather Training / Drills** – Weather drill for City Hall, Library and Health to be scheduled for late June.
2. **Annual Refresher Training** – T. Drew will put out required refresher training on the intranet

3. **Diversity Training Power point**– Power point presentation put on the intranet for those employees who were unable to attend.
4. **Additional Training Suggestions**- Fire extinguisher refresher training was raised. Consensus was that live training was much better than the simulator used last year.

E. Meeting adjourned at 2:05 PM motion made by P. Captain seconded K. Clausing.