



## City Hall Safety Committee Meeting

July 7, 2011

### MINUTES

Meeting called to order at 1:20 PM.

Present: Tom Stoffel, Todd Drew, Pamela Captain, Sue Nett, Kate Clausing, Adam Alix, Vicki Lenz,

Excused: Kristi Heim

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

#### **B. Old Business**

1. **Library Report** – Per V. Lenz and A. Alix all items have been completed with the exception of the shelf anchor question posed to the engineer. A. Alix will follow-up.

#### **C. New Business**

1. **Monthly Safety Topic** – “I Scream, You Scream, We all Scream for Sunscreen” was distributed and discussed.
2. **Injury Review**— One injury reported:  
Employee walked into a protruding drain clamp which resulted in a cut to the left shin. Recommendation: employee should be aware of portions of equipment which can pose a hazard and mark the drain and clamp with a bright color. No loss time or medical attention was required.
3. **Sunscreen / PPE – Lifeguard staff** – Per B. Tungate the lifeguards are provide with sunscreen. Question is whether or not sunscreen is considered PPE and if the employer is required to provide to all exposed employees. T. Drew will contact B. Rank CVMIC.
4. **Other new items** – A. Alix discussed an issue with a depression in the floor immediately in front of the circulation desk at the library which was identified by a Library Board member. Inspection found a small depression approximately 4”x 4” which was approximately 1/4”-1/2” deep. A. Alix will look into a floor leveler or epoxy to fill in the depression. Update in August

#### **D. Training**

- 1. Severe Weather Training / Drills** – City Hall Tornado Drill review. A tornado drill was conducted on June 28 at City Hall. A notice was put out using the City Hall intercom system. Those who heard the message proceeded to the basement. Employees who were on their phones at the time of the notice did not hear the notice to report to the basement. Issues noted during this drill: Phone notification should be repeated more than once, floor designees should sweep the floor to ensure all employees and City Hall patrons are informed. T. Drew will discuss with P. James IT regarding using a computer notice which would come up automatically on the screen when a warning is issued. Notice would include information and instructions. Floor designees must also make sure everyone is informed and proceeds to shelter. Drills at the Library and Senior Center will be conducted in the next month.
- 2. Bloodborne pathogen training availability-** T. Drew confirmed with P. James IT, that the BBP training is available on the City Web site for library employees.
- 3. Annual Refresher Training** – T. Drew will put out required refresher training on the intranet
- 4. Fire Extinguisher Training** – A live fire extinguisher training will be scheduled for September. Training will be conducted at the Public Works Facility.
- 5. Additional Training Suggestions-** No additional items were discussed.

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