



City Hall Safety Committee Meeting

August 4, 2011

Minutes

Meeting called to order at 1:30 PM.

Present: Adam Alix, Tom Stoffel, Kate Clausing, Vicki Lenz, Pam Captain, Sue Nett
Absent: Todd Drew, Kristi Heim

- A. Motion to approve minutes as corrected made by K. Clausing and seconded by T. Stoffel.
Motion carried.

B. Old Business

1. **Sunscreen / PPE** - Clarification given from CVMIC that employer is not responsible for providing sunscreen for employees as sunscreen is not considered personal protective equipment (PPE).
2. **Library Reception Desk** – Floor depression has been assessed by A. Alix and he will be working to address the situation.

C. New Business

1. **Monthly Safety Topic** distributed. August topic is on the safe backing up of a vehicle. The information is pertinent for both on the job and personal vehicle use.
2. **Injury Review** One incident reviewed. Employee entered a home to do a health hazard assessment. Home was infested with fleas. Employee sustained multiple bug bites and was treated. Discussed appropriate use of PPE (tyvek suit and shoe covers in this case) and the need to maybe have a change of clothes in the office available if needs to remove contaminated clothing quickly.
3. **Review Library Emergency Drill**—V. Lenz reviewed the steps taken on 7-18-11 when the severe weather warning was issued and the corrective steps taken to address problems noted during the emergency evacuation to the basement. There was also discussion on having signage on the city hall door to the basement reminding employees to keep the door open when evacuating to the basement and for non-employees to know that is the route to follow for safety. A. Alix and S. Nett to work on the message for the signage.
4. **Other new items for discussion**—The IT Department researched methods on how to notify employees quickly of an

emergency and have suggested sending a message to everyone's computer in that area (such as city hall). There were questions on whether or not the message would appear if the person's screen saver were on and how that person would be alerted. P. Captain questioned if the message would appear on the blackberry phones. S. Nett will check into this and report back at the next meeting.

D. Training

1. **Severe Weather Training / Drills** The severe weather on 7-18-11 in the morning provided the opportunity for both city hall and the library to respond to the warning sirens. The major problem noted by both was how they were going to be alerted to the all clear message so they could leave the evacuation shelter. The library does have a TV they hooked up and then watched for updates. City hall need to have a radio available to them. A. Alix to check into the availability of a radio for the basement of city hall.
2. **Bloodborne pathogen training availability to library employees** – V. Lenz unsure of who needed to complete the training. T. Drew will email the list of those completing to V. Lenz.
2. **Annual training items** – T. Drew will be working on the computer updates and will notify employees when the program will be available.
3. **Fire Extinguisher Training (live)** – schedule late September, early October. No definitive dates to report.
4. **Additional Training items for discussion**---T. Stoffel discussed the CVMIC training in September on Health and Safety designed for safety committee members etc. An email will be sent to all safety committee members on this and each member can register if interested.

Motion to adjourn at 2:14 PM by P. Captain and seconded by K. Clausing. Motion carried.