



City Hall Safety Committee Meeting

September 1, 2011

Minutes

Meeting called to order at 1:25 PM.

Present: Adam Alix, Tom Stoffel, Kate Clausing, Sue Nett

Absent: Kristi Heim, Vicki Lenz, Pamela Captain

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

B. Old Business

1. **Library Floor Depression**- Floor depression has been repaired. A. Alix used a self-leveling epoxy filler.
2. **Emergency Notifications on Computer** – Discussion about possible emergency notifications to computers, blackberry, etc. Options included flash message which is currently available but limited to in use computers. It was agreed to proceed with the flash message to computers. New software once available should be reviewed for additional capabilities with phones, etc. Floor supervisors must also be sure to screen their floor to ensure that everyone is aware of the issue.
3. **Severe Weather Drill issues**- A. Alix to check locations of emergency weather radios in City hall and if additional TV access was available in the basement.

C. New Business

1. **Monthly Safety Topic** – “The Top Perch May Make You Tall...But Also Sets You Up For A Fall” which discussed the proper use of ladders.
2. **Injury Review** - No injuries to report
3. **Non-employee injury reporting** – T. Drew provided a copy of the non-injury report form. The form was reviewed due to recent questions regarding the form and issues related to non-employee injuries not being documented. Completed reports should be forward to P. Captain for review.
4. **Other new items for discussion**— No new items were discussed.

D. Training

1. **CVMIC Training “Health and Safety What You Need to Know”** September 8, 2011 – training notice encouraging safety committee members to attend.
2. **Bloodborne pathogen training availability to library employees** – T. Drew will discuss with V. Lenz

2. **Annual training items** – T. Drew will work with P. James about getting the training refreshers on the intranet.
3. **Fire Extinguisher Training (live)** – 2 sessions scheduled for 9/29/11 @ 9:00am and at 1:15 dependent upon the weather.
4. **Additional Training items for discussion-** No additional training items discussed.

Motion to adjourn at 2:05 PM by S. Nett and seconded by A.Alix. Motion carried.