



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
August 23, 2011
MINUTES

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Mark Radtke, Jim Julius, Vince Maas, Pamela Captain, Sue Nett, Kevin Schmahl

Absent: Jeff Nieland, Ken Popelka, Adam Alix

Approval of Minutes – Motion to approve minutes from the July 26, 2011 meeting made by P. Captain second M. Radtke.

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – Maps have been completed – pending completion of final markings related to exits, etc.
2. **Maintenance Shop Ventilation Issue** – A. Alix stated the hood is in place, hoses are being fit into the floor ports and side curtains have been ordered.
3. **Jefferson Park Pool Walk Thru**- Only electrical issues in locker rooms remain which will be addressed by Beck Electric. New door frames will be budgeted in both locker rooms.
4. **Severe Weather Response** – reinforce procedure with all staff to call in with locations and shelter, not all employees / crews checked in during last actual severe weather event which did involve sirens.
5. **Smith and Jefferson Park Recycle Cans** – Lifting issue. Issue resolved – per J. Nieland DPW will provide assistance with automated trucks to pick up more frequently as needed.
6. **Maintenance of Eyewash Stations and Fire Extinguishers** – T. Jacobson will assign responsibility to do periodic checks / and document.

B. New Business

1. **Monthly Safety Topic – “It’s Perverse to Drive Blind in Reverse...”**
Discussed importance of being absolutely sure of what is behind equipment / vehicles prior to backing up.
2. **Injury Review** – Two injuries reported:
First Injury- Parks - Employee suffered an abrasion to the eye from sawdust while cutting trees. Employee was wearing safety glasses at the time of the issue. Employee did receive medical attention for injury – no loss time. Recommendation was to use safety glasses/ goggles with side shields should be used and also to work upwind if possible.

Second Injury – Parks Life Guard – Employee was stung in the finger by a bee while emptying garbage. Area swelled which was thought to be a possible allergic reaction to the sting. Employee received medical attention and missed the remainder of that day and one additional day due to issue. Employee was not aware of any prior allergy.

Recommendation was depending upon the issue send employee to Health Department for a consult prior to sending employee to emergency room, wear gloves or take some other precautions such as long sleeves and gloves when removing garbage due to the likelihood of bees to be present.

3. **Grave Excavation Requirements** – T. Drew provided information/sample policy to V. Maas on the requirement for a competent person to be present on grave excavations in certain circumstances. Employees will be attending Excavation / Trenching Training and will receive additional information.
4. **Additional Items** – T. Drew cited an issue of a patron accident at the pool and the necessity to immediately complete the non-employee injury report form and potentially the State DHS Injury forms. Forms should be completed immediately and provided with 24 hours if possible.

C. Training

1. **Fire Extinguisher Training** – Fire extinguisher training to be pushed to October due to DPW work load and confined space training on the October 10.
2. **CVMIC Excavation and Trench Training** – Training Review
3. **Rigging Training Review** – Attendees thought training was very good – issues related to equipment needs and techniques such as specific knots related to tree rigging was thought to be very valuable.
4. **Confined Space Training** – Confined space training to be conducted at the Neenah training facility on October 10. Number of attendees ~12??
5. **Other training suggestions** – Hearing screening coming up – information will be provided.

D. Adjourn: Motion V. Maas second P. Captain - Meeting adjourned at 10:05a