



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
September 27, 2011
MINUTES

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Jim Julius, Vince Maas, Sue Nett, Jeff Nieland, Brian Tungate,

Absent: Ken Popelka, Mark Radtke, Kevin Schmahl, Pamela Captain, Tim Jacobson, Corey Gordon

Guest: Ben Rank – CVMIC

Approval of Minutes – Motion to approve minutes from the August 23, 2011 meeting made by B. Tungate seconded J. Julius.

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – A. Alix stated the hood is in place at the welding table, curtains have been ordered. A. Alix continues to a mobile unit and use of floor ports.
3. **Maintenance of Eyewash Stations and Fire Extinguishers** – J. Neiland will assign responsibility to do periodic checks / and document. Eye wash station is due for maintenance.

B. New Business

1. **Monthly Safety Topic** – “The Top Perch May Make You Tall...But Also Sets You Up For a Fall!” Fact sheet covered the proper use of ladders. Sheet was distributed and discussed.
2. **Injury Review** – 2 Injuries were reported from the Parks Department.
First Injury: Employee was lifting the deck of a mower when he forced the deck past a pile of dirt which was in the way of the deck swing. Employee described feeling a tear in the lower abdomen. Recommendations were to review and adjust surroundings prior to servicing to avoid an obstruction. No loss time reported, however employee anticipated possible treatment by a physician.
Second Injury: Employee was lifting up a Porta Poty which had tipped following a storm. Porta Poty had a tree branch resting on the unit. While lifting, the branch slipped causing employee to lose grip and strain his

arm, neck and back. No loss time was reported. Recommendation was to evaluate work area and move obstructions prior to doing work.

3. **Non-employee injury report form-** T. Drew provided a copy of the form and reinforced the need to fill the form out immediately. Forms should then be forwarded to P. Captain for review.
4. **Comm Inspections information** – T. Drew distributed sample list of inspection items for informational purposes. The need to maintain MSDS sheets and labels on secondary containers were emphasized. Equipment noise study to be reviewed with Ben Rank CVMIC and updated for new equipment as needed.
5. **New Items for discussion** – no new issues were addressed.

B. Training

1. **Fire extinguisher training** – schedule will be set based on finishing street work and leaf pick up.
2. **Excavation and Trench Training Review-** Attendees indicated that the training was very good. Training covered trench box use and an additional piece of equipment which is recommended (Pro Span) which is a safe, quick and efficient method. Hydraulic shores were not used in the training.
3. **Confined Space Training** – Scheduled for October 10, 2011 at the Neenah Training site.
4. **Hearing Screening** – Schedule pending. A new provider will be used. Provider will utilize a mobile unit. Improvements have been made to reduce ambient noise in the unit which was identified as an issue in the past when a mobile unit had been used.
5. **Other new training items or concerns-** No new items were raised.

D. Adjourn: Motion A. Alix second V. Maas - Meeting adjourned at 10:10AM