



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
January 28, 2011
MINUTES

Meeting called to order at 9:05 AM

Present: Adam Alix, Todd Drew, Tim Jacobson, Jeff Nieland, Bill Basler, Sr., Brian Tungate, Ken Popelka, Sue Nett, Pamela Captain

Absent: Jim Julius, Corey Gordon, Mark Radtke, Vince Maas

Approval of Minutes – Motion to approve minutes as amended to change the monthly safety topic from the December 21, 2010 meeting made by P. Captain second by A. Alix.

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – no updated information
2. **Safety Policy Violations** – Continued discussion regarding stepped disciplinary actions for employees who violate safety policy intentionally or by negligence. Possibly including a form or by minutes the consensus of the committee when reviewing the reports. P. Captain stated that it was the expectation of HR that some actions would be taken at the department level.
3. Specific Stations for March 29, 2011 Lifting Training- T. Drew requested that specific stations be determined for practical portion of the training which were discussed and agreed upon as follows:
 - Castings/manhole covers
 - Dumpsters
 - Bulky items (chairs, appliances, portable steps)
 - 5 gallon pails or heavy bags

B. New Business

1. **Monthly Safety Topic** – “Be in the Know of your Rights” regarding Employee Right to Know policy was distributed and discussed.
2. **Injury Review** – One injury reported. Maintenance employee was using a plasma cutter under a truck when a spark landed in his ear. Injury involved medical attention and loss time. Prior to the meeting a new leather protective hood was obtained for use in this application. T. Drew will also address the eye protection shield rating required for this work.
3. **Other new items** – no additional items raised for discussion.

C. Training

1. **Status of Computer Trainings** – T. Drew requested that employees be reminded to complete trainings.
2. **DPW/ Parks Lifting Training** – Committee agreed to training times of 8:00am – 10:00am and 10:00am to 12:00pm or as close to those times as possible.
3. **Items on the 2011 work plan** – T. Drew cited that the 2011 CVMIC work plan included Excavation Training and Confined Space refresher training. Question was raised as to whether the Excavation training which will be conducted by CVMIC would constitute a certifiable competent person training. T. Drew to discuss with B. Rank CVMIC and return in Feb. T. Drew will also review Vehicle Safety / Fleet Safety policy to make sure it meets the intent of another item on the work plan.

D. Adjourn: Motion A. Alix second P. Captain Meeting adjourned at 10:15am