



PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE
December 21, 2010
MINUTES

Meeting called to order at 9:05 AM

Present: Mark Radtke, Adam Alix, Todd Drew, Vince Maas, Tim Jacobson, Jeff Nieland, Bill Basler, Sr., Brian Tungate

Absent: Ken Popelka, Jim Julius, Corey Gordon, Pamela Captain, Sue Nett

Approval of Minutes – Motion to approve minutes from the October 26, 2010 meeting made by V. Maas second by A. Alix.

A. Old Business

1. **EOEP Maps** – Jefferson Park Bathhouse – no updated information
2. **Safety Policy Violations** – Discussion of establishing a policy procedures to formally address blatant and/or repeated violations to safety policy and procedures which result in injury. T. Drew to research other municipalities. Currently immediate supervisor and potentially department heads address these issues. HR also monitors repeat injury reports from the same individuals. Committee agrees that some consistent action be taken and that the committee review of injuries should be used in that process.
3. **City Vehicles Employee Driving Practices** – The importance of following traffic laws was discussed and T. Drew requested that this be re-enforced with staff. P. Captain brought up issue related to witnessing an employee in a City vehicle not following general motor vehicle regulations.
4. Public Works Facility Walk Thru – tentatively January 2011.

C. New Business

1. **Monthly Safety Topic** – “Be in the know of your rights” which discussed Hazard Communication program and MSDS sheets was distributed and discussed.
2. **Injury Review** – No injuries reported
3. **Other new items for discussion** – T. Drew discussed the importance of injury report forms being filled out completely and as detailed as possible. K. Clausing requested this be covered with all Safety Committees due to some issues related to vague reports. Both the employee statements and supervisor investigation must be filled out as she has to transfer that

information to a CVMIC form. Some reports submitted recently did not contain adequate information to be able to complete this form.

4. **DComm site visit re: Vehicle Lockout Tagout** – T. Drew discussed a visit from Terry Clark – Dcomm Safety in Buildings Inspector who stopped to ensure that the City had a vehicle LOTO plan in place in response to 2 deaths related to drivers being pulled into salt augers which had not been locked out. T. Drew confirmed that DPW/Parks had reinforced with staff at morning meetings the importance of following the vehicle LOTO procedure while in Maint shop and in the field.
5. **Other items for discussion-** B. Basler raised an issue during the last severe snow storm where Police employees were attempting to push a vehicle out of the snow – which raised a concern for them getting hurt and damage concerns if he were to help with heavy equipment. At the same time it was noted that significant room was open in the west bay of the fire department at Station 35. Discussion of why PD vehicles could not be kept in that bay during severe winter weather to allow for easier plowing and access to those vehicles if needed. T. Drew to raise the issue at the next Police Safety Meeting.

D. Training

1. Status of Computer Trainings – T. Drew requested that employees be reminded to complete trainings.
2. DPW/ Parks Lifting Training – T. Drew to try to set a date for late March or early April 2011.
3. Other Training Suggestions – no other items raised.

E. Adjourn: Motion B. Basler Sr. second A. Alix. Meeting adjourned at 10:05am