



## City Hall Safety Committee Meeting

May 16, 2012  
Minutes

Meeting called to order at 9:05 PM

Present: Tom Stoffel, Sue Nett, Vicki Lenz, Todd Drew, Kristi Heim

Absent: Pam Captain, Kate Clausing, Adam Alix

**A.** Motion to approve minutes from March 1, 2012 made by S. Nett second V. Lenz - Motion approved.

### **B. Old Business**

1. **Safety Manual** – Safety manual will be provided to each department and will be placed on the intranet for employee access.
2. **City Hall** – no update

### **C. New Business**

1. **Monthly Safety Topic** – “You may feel that you “bend over backwards” at work, But use good posture for yourself!” Topic was distributed and discussed
2. **Injury Review** – No injuries
3. **Additional new items for discussion** – Tornado Drill – issue was discussed regarding the use of the back stairs during a tornado drill. All employees used front stairs. Additional discussion in June. Finance to unlock first floor access. S. Nett also discussed CVMIC building safety audits. Only minor issues were found in the buildings covered by this committee.

### **D. Training**

1. **Hearing Screening – generator** running was audible in testing rooms per T. Drew.
2. **Annual training items – Intranet update / Safety Manual** – A hearing training will be made available on the intranet, to supplement the lack of hearing protection training conducted during the screening process. Revised safety manual will be placed on the intranet, each employee will be required to review the plan and take a short quiz which will act as employee acknowledgement of the revised Safety Plan.
3. **Additional Training Items** – S. Nett discussed that Fire Drills will be conducted unannounced in the Fall of 2012.

**E.** Motion to adjourn at 9:40AM made by K. Heim second T. Stoffel