



City Hall Safety Committee Meeting

January 5, 2012

Minutes

Meeting called to order at 1:25 PM

Present: Tom Stoffel, Sue Nett, Vicki Lenz, Adam Alix, Todd Drew
Absent: Kristi Heim, Pamela Captain, Kate Clausing

A. Motion to approve minutes from November 3, 2011 made by K. Clausing second S. Nett. Motion approved.

B. Old Business

1. **Hazard Communication MSDS Sheets** – T. Drew requested that all employees be reminded of the location of the MSDS book for their building. Locations and access will be discussed during the Haz. Comm. refresher training on 2/15.
2. **Emergency Notifications** – updates required for floor coordinators for City Hall. Library has been updated. Further discussion in February.

C. New Business

1. **Monthly Safety Topic**—"Canaries are no Longer Used as Gas Detectors...Carbon Monoxide still kills!" Topic covers risks of carbon monoxide poisoning on the job and at home.
2. **Injury Review**-No injuries reported
3. **Other new items for discussion**— K. Clausing will be providing a list of last year's injuries to be posted in all Departments. Posting is to be placed on the employee information board in each department.

D. Training

1. **Hearing Screening** – dates pending likely late March – early April. Screenings will be done using a mobile unit.
2. **Annual training items** – IT in process of placing refresher trainings on the intranet. A class room session will be held for Haz. Comm. on February 15. One session will be held at 10:00am and another will be held at 1:00pm in the Company E room at the library.
3. **Additional Training items for discussion**- No new items.

E. Motion to adjourn at 1:50 made by S. Nett and seconded by V. Lenz. Motion carried.