



City Hall Safety Committee Meeting

November 3, 2011

Minutes

Meeting called to order at 1:29 PM

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

A. Motion to approve minutes from October 6, 2011 meeting with change to show that Vicki Lenz was present made by V. Lenz and seconded by K. Clausing. Motion carried.

B. Old Business

1. **Emergency Notifications**- Update. Flash message not an alternative to use of floor coordinators, who have the responsibility to notify everyone on their floor to evacuate when so advised.
2. **Severe Weather** – Update. The TV in the city hall basement is now connected to cable and is located in the break room.

C. New Business

1. **Monthly Safety Topic**—"Close calls are accidents waiting to Happen" was distributed and discussed. Fact sheet discusses awareness of surroundings and following safety protocols.
2. **Injury Review**---S. Nett reported on an injury that happened during a flu shot clinic at one of the schools. Employee spent majority of time bent over doing various tasks. Had muscle strain and pain. Poor ergonomics and body mechanics was most likely cause.
3. **Other new items for discussion**—none.

D. Training

1. **Fire Extinguisher** – training done for this year. Second floor at city hall did not send anyone for training. First and third floors each had one or two attendees.
2. **Hearing Screening** – not scheduled yet. Will most likely be in December.
3. **Annual training items** – Some training will continue to be on the intranet and training that involves hands on will be set as classroom training.
4. **Additional Training items for discussion**--None

E. Motion to adjourn at 1:45 made by T. Stoffel and seconded by K. Clausing. Motion carried.