



City Hall Safety Committee Meeting

December 1, 2011

Minutes

Meeting called to order at 1:25 PM

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

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 / Labeling** – T. Drew raised the issue of properly labeled containers of chemicals (spray bottles) and that MSDS sheets must be obtained for all chemicals including chemicals which employees bring in. Long term goal is to put all MSDS sheets on the intranet, which will involve scanning existing MSDS sheets and obtaining PDF versions online. T. Drew raised the concern that all affected employees would have to have intranet access if MSDS sheets were placed on computer.
2. **Emergency Notifications** – updates required for floor coordinators for City Hall. Library has been updated. Further discussion in January 2012.

C. New Business

1. **Monthly Safety Topic**—"A Small Scratch Can Grow on You! Get First Aid for all Injuries!" Topic discussed promptly administering appropriate first aid and reporting injuries.
2. **Injury Review**-No injuries reported
3. **Other new items for discussion**—K. Clausing requested that employees and supervisors be reminded that all employees who see a Physician related to a work related injury must provide a report from the Physician after each visit. Medical documentation must accompany the injury report.

D. Training

1. **Fire Extinguisher** – An additional fire extinguisher session was conducted in November. 4 additional employees were trained 2 from the Library and 2 from the Health Department.
2. **Hearing Screening** – goal to complete in early 2012.

3. **Annual training items** – IT in process of placing refresher trainings on the intranet. A class room session will be held for Haz. Comm. in early February 2012.
4. **Additional Training items for discussion-** Safe Lifting training to be offered in 2012.

E. Motion to adjourn at 1:55 made by A. Alix and seconded by K. Clausing. Motion carried.