



City Hall Safety Committee Meeting

February 2, 2012

Minutes

Meeting called to order at 11:05 AM

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

A. Motion to approve minutes from January 5, 2012 made by K. Clausing second V. Lenz . 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/department. Locations and access will be discussed during the Haz. Comm. Refresher training on 2/15. T. Drew also requested that all new chemicals should have an MSDS sheet delivered with the product or provide Manufacturer name and Product name so MSDS sheets can be obtained and added.
- 2. Emergency Notifications** – EOEP manual has been updated with all current floor coordinators.
- 3. 2011 Employee Injury Posting (300 Reports)** – reports have been distributed to all departments for posting.

C. New Business

- 1. Monthly Safety Topic—"Pay Attention to Avoid Infection!"** – Fact sheet covering bloodborne pathogen risks and precautions was distributed and discussed.
- 2. Injury Review**-No employee injuries reported. A non-employee injury occurred where an elderly women fell and hit the curb outside City Hall. No additional information provided.
- 3. Other new items for discussion**— Revised Safety Manual to go to City Council for approval in March.

Issue raised from an elderly woman having difficulty getting in the back entrance. Issue of installation of a handrail was raised and/or signage stating that the handicap entrance was in the front of the building. Additional stairs inside the building and possible issues with a permanent handrail on the back entrance slab could pose safety

risks. It was determined that signage at the back parking lot entrance identifying the front entry as the handicap accessible entrance would be best.

D. Training

1. **Hearing Screening** – Scheduled April 4 or April 5. Mobile unit will be used and will be set up at the Health Department.
2. **Annual training items** – Annual refresher trainings are on the intranet. Program will automatically send an email to T. Drew upon completion.
3. **Classroom Hazard Communication (Employee Right to Know) Training-** T. Drew to provide classroom training on Hazard Communication on February 15, 2012 at 10:00am and 1:00pm. For employees unable to attend a version is available on the intranet.
4. **Additional training items for discussion-** Question raised regarding Supervisor Training for alcohol and drug recognition related to CDLs. T. Drew will consult with B. Rank – CVMIC for information.

E. Motion to adjourn at 11:45am made by P. Captain seconded by V. Lenz. Motion carried.