



City Hall Safety Committee Meeting

August 2, 2012

MINUTES

Meeting called to order at 1:35 PM by T. Drew

Present: Tom Stoffel, Kate Clausing, Todd Drew, Sue Nett, Vicki Lenz

Excused: Kristi Heim, Adam Alix, Pam Captain

A. Motion to approve minutes from May 7, 2012 made by T. Stoffel and seconded by V. Lenz. Motion carried.

B. Old Business

1. **Safety Manual** – Update discussed under training section
2. **City Hall** – Handicap sign placed at the entry to the City Hall Parking lot which identifies the front entrance as the handicap accessible entrance to City Hall.
3. **Employee Information Board Placement** – discuss location at the August meeting.

C. New Business

1. **Monthly Safety Topic** on medical emergency procedures was provided and discussed.
2. **Injury Review** –V. Lenz discussed an injury involving a library employee who punctured their hand by a portion of a metal basket. Recommendation to monitor and address any equipment which may have potential hazards. Recommendation was to have employee contact Health Department regarding tetanus shot status.
3. **Chemical inventories / MSDS Sheets**- T. Drew reinforced the necessity for chemicals brought in to include MSDS sheets and that if possible, all chemicals should be obtained through supervisor and/or A. Alix.
4. **Additional new items** – no new items discussed.

D. Training

1. **Safety Manual Training Intranet - update** T. Drew covered that the Safety Manual and review quiz is available on the intranet. All employees should review the revised manual and take quiz. An email will be automatically sent to the Health Department after completion which will acknowledge the employees review of the manual.

2. **Hearing Protection Training Intranet – update** T. Drew reminded that all employees who participate in hearing screening must take this internet refresher training.
3. **Additional Training items for discussion** – Library in service will include a presentation by S. Nett on proper completion of injury reports for employees and non-employee incidents.

E. Motion to adjourn at 2:10 PM by S. Nett second K. Clausing. Meeting adjourned.