



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE**  
**January 27, 2012**  
**MINUTES**

Meeting called to order at 8:45 AM

Present: Jim Julius, Todd Drew, Vince Maas, Sue Nett, Jeff Nieland, Ken Popelka, Adam Alix, Kevin Schmahl, Mark Radtke

Absent: Corey Gordon, Pamela Captain, Brian Tungate, Tim Jacobson

**Approval of Minutes** – Motion to approve minutes from the December 20, 2011 meeting made by V. Maas second J. Julius. Motion approved.

**A. Old Business**

1. **EOEP Maps** – No change - Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – No new updates
3. **Public Works Facility Walk-thru**- Majority of items have been completed. Work to be conducted on organizing electrical supply room. Discussion regarding bird / bird feces issue in cold storage building, recommendation to keep doors closed and install garage door openers for vehicles.
4. **Recycling Truck** – Schedule has changed to daily rotation to reduce repetitive strain. Automated recycle truck will also be altered to allow controls from left side which would allow driver to sit.

**B. New Business**

1. **Monthly Safety Topic** – “Canaries are no Longer Used as Gas Detectors but...CARBON MONOXIDE Still Kills! Topic covers the importance of monitoring carbon monoxide risks at work and maintaining detectors at home. Sheet was distributed for posting in each department.
2. **Injury Review** – Employee slipped and fell when exiting the bed of a pick up truck, scraping leg on the trailer hitch on the way down. No medical attention or loss time resulted. Recommendation remove hitches when not in use and take caution when exiting the truck bed including the surfaces which are stepped onto. Employees should avoid riding in truck beds whenever possible.
3. **MSDS Books Audit** – T. Drew requested assistance from departments to obtain and send MSDS sheets for new chemicals when available or notify when sheets are not submitted. K. Schmahl will also inventory chemicals in the Maintenance Shop. Drew cited chemicals which are purchased at

retail must have MSDS sheets included in book. Communication is necessary to keep books current.

4. **New items for discussion-** No new items

### **Training**

1. **Fire extinguisher training** – T. Drew will contact M. Sipin NM Fire to schedule.
2. **Hearing Screening** – schedule pending
3. **Hazard Communication Training DPW/ Parks-** T. Drew to conduct training at 7:00AM on February 2, 2012.
4. **New Training Items** – No new training items cited.

**D. Adjourn:** Motion K. Popelka second J. Nieland - Meeting adjourned at 9:45am.