



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE**  
**November 22, 2011**  
**MINUTES**

Meeting called to order at 9:05 AM

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

Absent: Jim Julius, Tim Jacobson, Corey Gordon, Pamela Captain

**Approval of Minutes** – Motion to approve minutes from the October 25, 2011 meeting made by M. Radtke second J. Nieland.

**A. Old Business**

1. **EOEP Maps** – Jefferson Park Bathhouse – Locations marked by V. Maas, maps returned to C. Gordon to generate final maps.
2. **Maintenance Shop Ventilation Issue** – A used make up air unit was obtained to be installed in the vehicle storage garage near the Maintenance Shop which will improve air exchanges in the area. Unit is rated at 13000CFU which will increase air exchange close to ASHRAE standard.
3. **Maintenance of Eyewash Stations and Fire Extinguishers** – Mike Resch has been assigned the maintenance on the eyewash stations and monthly checks on fire extinguishers. Inspections have been completed.

**B. New Business**

1. **Monthly Safety Topic** – “Close Calls are Accidents Waiting to Happen” was distributed and discussed. Topic discussed general workplace safety.
2. **Injury Review** – one injury was reported: Repeat Report. Employee cited chronic neck, back and knee pain associated to operating the automated recycling truck. Issues related to poor ergonomics given the position the employee is required to stand and arm position to operate. A meeting was suggested by M. Radtke and scheduled for 12/16/11 @ 2:00PM to discuss this issue and try to find possible solutions. Maintenance and operators will be asked to attend.
3. **Public Works Facility Walk Thru** – Refer to Walk Thru report (provided). Items identified in the walk through were discussed and progress noted.
4. **New Items for discussion** – No new items.

**C. Training**

1. **Fire extinguisher training** – T. Drew will try to schedule in December.
2. **Hearing Screening** – schedule pending.
3. **New employee training-** T. Drew completed initial safety training for new employees.
4. **Other new training items or concerns** - No new items

**D. Adjourn:** Motion A. Alix second M. Radtke - Meeting adjourned at 10:10am.