



**PUBLIC WORKS / PARKS DEPARTMENT SAFETY COMMITTEE**  
**December 20, 2011**  
**MINUTES**

Meeting called to order at 9:05 AM

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

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

**Approval of Minutes** – Motion to approve minutes from the November 22, 2011 meeting made by J. Julius second K. Popelka.

**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** – No new updates
3. **Maintenance of Eyewash Stations and Fire Extinguishers** –Progress discussed by area and noted on the walk thru report. The majority of identified issues have been addressed.

**B. New Business**

1. **Monthly Safety Topic** – “A Small Scratch Can Grow on You! Get First Aid for all Injuries” was distributed and discussed. Topic discussed the importance of proper first aid and reporting of injuries.
2. **Injury Review** – one injury was reported: Employee injured his shoulder while emptying a dumpster. The dumpster shifted as he was unhooking it, employee put his arm out to protect himself and jammed / twisted his shoulder under the force of the dumpster moving. Recommendation: Employees should use dumpster locks and tipper bars when dumping and also stand clear of the dumpster and in plain view of the driver at all times.
3. **Recycle Truck Safety / Ergonomics Meeting** – Multiple meetings identified an issue with the automated recycling truck where the operator was experiencing knee and shoulder pain. A meeting was conducted at the Public Works Garage on December 16, 2011. M. Radtke, S. Nett, T. Jacobson, T. Drew and Chris Halweg were present. Based on the set up of the driver area, limited corrections could be made to improve the problem. It was determined that the best option was to change the schedule so that operators were on a 2 day rotation instead of 2 week, which should reduce strain.

4. **Vehicle Lock-out / Tag-out Reminder (Winter issues)** – Vehicle lock-out/tag-out was discussed at the Winter DPW meeting. Emphasis was placed on winter vehicles including plow blades, salt augers and other winter issues which required LOTO to de-energize equipment in order to work safely. Employees defer to vehicle lock out tag out procedures.

**C. Training**

1. **Fire extinguisher training** – T. Drew will try to schedule in January depending upon the weather and M. Sipin's schedule.
2. **Hearing Screening** – schedule pending (late winter - early spring).
3. **New employee training initial training completed / additional training required (tow motor)** – J. Nieland stated that new employees were trained on proper use of tow motor in house.
4. **Other new training items or concerns** - T. Drew – per CVMIC Hazard Communication Training refresher will be done in classroom format. New Haz Comm. training material will be presented. T. Drew will schedule training in January (7:00am).

**D. Adjourn:** Motion A. Alix second K. Popelka - Meeting adjourned at 10:10am.