



City Hall Safety Committee Meeting

March 7, 2013

MINUTES

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

Present: Todd Drew, Sue Nett, Adam Alix, Vicki Lenz, Sue Seffker, Brian Tungate, Kate Clausing

Excused: Kristi Heim, Pam Captain

A. Motion to approve minutes from February 7, 2013 made by A. Alix seconded by S. Seffker - Motion carried.

B. Old Business

1. **MSDS Computer Program** – Drew reported that CVMIC is attempting to purchase a MSDS program which would be made available to members. Recommendation is hold until CVMIC makes a decision on the purchase of the CVMIC sponsored program.
2. **City Hall Handicapped Entrance Sign** – Drew will discuss proposed changes with Sign shop and provide a draft in April.
3. **Summer Help Safety Training** – Drew reported that CVMIC should have an e-learning program ready in the spring to cover summer help pre employment training.

C. New Business

1. **Monthly Safety Topic** – Safety topic – regarding caution to avoid slips, trips and falls was reviewed and distributed.
2. **Injury Review** – 1 injury reported in the Health Department. Employee had a needle stick when the needle bent and punctured the cap when trying to reclose the needle.
3. **Additional items for discussion** – no new items discussed.

D. Training

1. **Office Ergonomics Training** – March 12, 2013 2 sessions 10:00am and 1:00pm – notice was forwarded with return request for sign-up.
2. **Hearing Screening** – Screening will be conducted at the Health Department parking lot on April 4, 2013 – affected employees will sign up for a designated time.
3. **Accident Investigation Policy** - S. Nett reported Policy and Procedure completed – training will be conducted.

4. Additional Training items – no additional items discussed

E. Motion to adjourn at 2:15 PM by K. Clausen seconded by V. Lenz - Meeting adjourned.