



## City Hall Safety Committee Meeting

September 5, 2013  
Minutes

Meeting called to order at 1:15 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Vicki Lenz, Sue Nett  
Brian Tungate

Excused: A. Alix, Sue Seffker

A. Motion to approve minutes from July 19, 2013 meeting made by K. Heim and seconded by K. Clausing. Motion carried.

### B. Old Business

1. **Security Assessments.** A. Zemlock and T. Drew to conduct Security assessments on Friday September 6, 2013 at Health Department, City Hall.
2. **Summer Help Training Concerns** – T. Drew will make contact with B. Rank CVMIC to determine if their web based summer help training program will be in place by the next summer season. If so, CVMIC program will be utilized to train summer help via CVMIC website. If CVMIC site is not completed Menasha will have to refine the process of having summer help complete training modules prior to start date.

### C. New Business

1. **Monthly Safety Topic** distributed and reviewed. "Stop and think before you put others on the Brink" safety sheet discusses the potential safety issues related to "horseplay" in the work place. Sheet distributed for posting in each department.
2. **Injury Review.** No injuries to report.

### D. Training

1. **Fire Extinguisher Training** – schedule/location. Drew to schedule 2 sessions (9am and 115pm) on either October 17<sup>th</sup> or 18<sup>th</sup>. Training will be held at the Neenah Training Facility on Tullar Rd.
2. **Security / Safety Training** – A. Zemlock will be conducting security / safety training for library employees on September 27,

2013 at the Library in-service. Remaining safety / security training shall be completed with other employees following security assessments and completion of reports.

3. **Library** – Health Department will be conducting ergonomics refresher training during the Library in service on September 27, 2013.

E. Motion to adjourn at 1:55 PM made by P. Captain and seconded by K. Heim  
Motion carried.