



City Hall Safety Committee Meeting December 6, 2012 MINUTES

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

Present: Todd Drew, Sue Nett, Adam Alix, Vicki Lenz, Pam Captain

Excused: Tom Stoffel, Kristi Heim, Kate Clausing

A. Motion to approve minutes from November 1, 2012 made by A. Alix and seconded by V. Lenz - Motion carried.

B. Old Business

1. **MSDS Sheets** – IT in process of developing a program to scan and maintain MSDS Sheets. Volunteers through the Health Department will be recruited to help enter / scan information.
2. **City Hall Employee Information Board** – Employee board has been purchased, and will be installed to the left of the elevator.
3. **Health Department Walk Thru** – cited issues were corrected.

C. New Business

1. **Monthly Safety Topic** – Safety topic was distributed and discussed.
2. **Injury Review** – One injury from the Health Department – no report available. To be discussed at January meeting.
3. **Additional items for discussion** – no new items addressed.

D. Training

1. **Safety Manual Training Intranet** – majority of employees have completed training. S. Nett provided list (3 employees) that have yet to finish.
2. **Hearing Protection Training Intranet** – all affected employees have completed the training.
3. **Harassment Training November 7** – all positive comments on the training sessions.
3. **Wellness / Body Mechanics Training**- content to be determined – T. Drew will contact Ben Rank regarding possible materials on sitting/office ergonomics and office lifting.
4. **Additional training items for discussion** – P. Captain addressed some recommendations from the Wellness Committee regarding the addition of daily stretching and potential increased use of ergonomic keyboards to

help reduce potential carpal tunnel problems. Some of these items will be incorporated in the Wellness / Body Mechanics Training cited in (3).

E. Motion to adjourn at 2:10 PM by P. Captain seconded by S. Seffker - Meeting adjourned.