



**Public Works / Parks Safety Committee  
November 27, 2012  
Minutes**

Meeting called to order at 9:05 AM.

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

Absent: Brian Tungate, Pam Captain, Kevin Schmahl

Approval of minutes from October 23, 2012 motion by A. Alix second by C. Gordon - Motion carried.

**B. Old Business**

1. **MSDS Sheets electronic program / book availability** – Drew reported that IT was working on a data base for MSDS sheets. Computer access will be available to both DPW and Parks Departments.
2. **Leaf Truck – Update** – both leaf collection units were retro fit by vehicle maintenance to be in compliance with State Patrol requirements. Vertical chute was made detachable for transit removing restricted vision issue.

**C. New Business**

1. **Monthly Safety Topic** - distributed and discussed
2. **Injury Review.** 2 injuries reported
  - Employee was cut on leg while carrying cut brush from rose bushes. Recommended that brush be containerized for carrying to minimize risk.
  - Employee cut hand after cut off grinder jumped hitting the back of the left hand. Employee was wearing leather gloves at the time. Recommendation- attempt to improve positioning providing a more stable work position.
3. **Public Works Facility Progress Walk Thru-** Public works walk through was completed as a follow-up to the CVMIC walk thru conducted on May 15, 2012. Remaining items were discussed during walk through. Progress to be discussed at the January safety meeting. The majority of items had been corrected. The following items still required correction:

- Page 22 – Sign shop – mark floor cushion edges in yellow to mark possible trip hazard. Strap all hanging signs and ladders in room.
- Page 27 – Cold Storage - Install appropriate hand rails to mez. stairs. – Corrected following November meeting per V. Maas.
- Page 28 – Cold Storage – Mez deck weight ratings pending structural engineer’s assessment. Will attempt to coordinate with pool slide engineering inspection.
- Page 30 – Machine restart prevention device in Parks Work shop. – Corrected following meeting per V. Maas.
- Page 32- DPW vehicle bay –walk way hazards noted. Walk ways should be maintained clear.
- Page 37 – DPW Maintenance Shop – flammable / combustible liquids stored in trailer should be moved to flammable materials cabinet when not in use.

#### D. Training

1. **Hearing screening training.** – T. Drew will check completion list and provide names of those who still require training from DPW and Parks, Building Maintenance is complete.
2. **Safety Manual Training** – S. Nett to provide list of names that need to complete safety manual training. Majority have completed training.
3. **Other new training items or suggestions** - T. Drew mentioned respirator fit tests would have to be done early spring. T. Drew requested suggested two 7:00am sessions to fit test all affected employees.

E. Motion to adjourn at 9:55 AM made by T. Jacobson and seconded by V. Maas  
- Motion carried.