



City Hall Safety Committee Meeting

February 6, 2014

Minutes

Meeting called to order at 1:32 PM.

Present: Adam Alix, Kristi Heim, Kate Clausing, Pam Captain, Sue Seffker, Sue Nett

Excused: Todd Drew, Vicki Lenz

A. Motion to approve minutes from January 14, 2014 meeting made by K. Clausing and seconded by K. Heim. Motion carried.

B. Old Business

1. **MSDS Computer Program – update.** Scanning of current use chemicals in process. One database with electronics will be generated as a final product. Until the database is completed employees are to continue to place a copy of new sheets in their Department book and forward a copy to the health department.

C. New Business

1. **Monthly Safety Topic** The safety topic for February is slips, trips and falls. Reminders such as using a ladder instead of a chair to reach high places; cleaning up spills right away; keeping walkways clear of obstructions; and wearing proper footwear for better traction on slippery surfaces.
2. **Injury Review** No reports.
3. **Building Emergency Response Plan Template** A. Zemlock from the police department has been requested to forward the building emergency response plan template to T. Drew. As of today, the template has not been received.
4. **New items for discussion** None

D. Training

1. **Hearing Screening – Spring 2014** Hearing screenings are scheduled for April 8th. A schedule will be sent out soon for employees to sign up.

2. **Annual Refresher Training** - Computer refresher trainings will be updated. Once completed a notice will go out to have employees complete applicable trainings. The target date is the latter part of March.
3. **New Training Issues for discussion** - None

E. Motion to adjourn at 2:05 PM made by S. Seffker and seconded by P. Captain. Motion carried.