



City Hall Safety Committee Meeting

April 3, 2014

Minutes

Meeting called to order at 1:40 PM.

Present: Kate Clausing, Pam Captain, Sue Seffker, Sue Nett, Todd Drew

Excused: Adam Alix, Kristi Heim, Sue Seffker

A. Motion to approve minutes from March 6, 2014 meeting made by K. Clausing and seconded by V. Lenz. Motion carried.

B. Old Business

1. **MSDS Computer Program – update.** Drew reported that the scanning of in-use chemicals was complete and the program was available for use on the intranet.
2. **City Hall Security Audit – Progress** – No progress reported
3. **Additional Procedures** – No progress

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Copies provided to be posted.
2. **Injury Review** No reports.
3. **New items for discussion** None

D. Training

1. **Hearing Screening – Spring 2014 Hearing** screenings are scheduled for April 8th.
2. **Annual Refresher Training** - Annual refresher trainings will be updated. CVMIC E-learning will also be incorporated into this year's refresher training. Additional training will be provided on the use of the computer based MSDS access system. T. Drew requested that all MSDS sheets be forwarded to the Health Department Office – updates will be made to the system as needed.
3. **New Training Issues for discussion** - None

E. Motion to adjourn at 2:10 PM made by P. Captain