



**Public Works / Parks Safety Committee
January 28, 2014
Minutes**

Meeting called to order at 9:05 AM.

Present: Tim Jacobson, Jeff Nieland, Adam Alix, Corey Gordon, Todd Drew, Sue Nett, Kevin Schmahl, Eric Whitman, Mark Radtke, Pamela Captain
Absent: Vince Maas, Brian Tungate, Randy Losselyong

Approval of December 3, 2013 meeting minutes held over until February meeting.

B. Old Business

1. **Work Zone Safety/ MPD Enforcement** – Work zone safety committee which will include C. Gordon, Mike Bursak – DPW, Brett Halderson – MPD, TBA – MPD, Scott Maurer – Utilities and Lonnie Pichler – Utilities will schedule a meeting when M. Bursak returns to work. T. Drew will facilitate the first meeting.
2. **Cold Storage Mezzanine Capacity** – all items stored on the cold storage mezzanines was removed based on engineering report which could not provide a load rating as certain load members were determined by McMahon Engineering to be overstressed. In process of determining whether existing mezzanines will be corrected per report or dismantled and rebuilt. Immediate hazard has been addressed by removing stored items from the Mezzanines.
3. **MSDS Sheets- update** - T. Drew reported that MSDS sheet scanning would begin with known products in use to establish a current data base of electronic MSDS sheets. Achieved sheets will be completed after current in use sheet data base has been completed. Drew advised to send all new sheets over to Health Department and to place copy in existing hard copy books pending completion of scanning process. Drew will keep committee posted as to progress.

C. New Business

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.

2. **Injury Review.** – 2 injuries reported from Public Works
 - Employee injured knee while delivering recycle information. After exiting truck employee stated that he experience pain after turning to take step. Recommendation to review proper 3 point exit from vehicles. Supervisor witnessed individual limping while at work during the past year. No medical attention or loss time resulted from injury
 - Employee was shoveling sidewalk when the shovel hit ice and pack snow. Employee stated that he felt pain in his lower back – issue worsened during break including numbness in both legs. Recommendation was to use equipment to remove snow when possible instead of hand shoveling. Injury resulted in medical attention and loss time of between 2-6 weeks.
3. **Safety Policy Statement – Review/Approval** –Policy statement which discussed the obligation for employees to ensure safe practices of themselves as well as co-workers was reviewed. Drew called for motion to approve as written to forward to City of Menasha Common Council for approval and addition into the City Safety Manual. Motion made by M. Radtke second P. Captain to approve as written and forward to Common Council. Motion passed unanimous.
4. **Notice of Safety Violation** – Form / Discussion- A form has been presented to report safety violations by employees and document the response to the issue. P. Captain stated that observations of safety violations are to be taken to the immediate supervisor who will complete the form for investigation and submit to HR. Forms will be maintained to document safety issues of individuals and monitor those with chronic issues.
5. **Suggestions received following Lifting Training- Dumpster issues-** Drew was provided with numerous locations throughout the City which have dumpsters which require excessive or unnecessary handling in order to dump contents. Excessive handling poses possible injury risks to employees (push, pull, pinch hazards) List will be provided to DPW for review and discussion with dumpster locations to make improvements per service requirements.
6. **Additional items for discussion** – S. Nett informed committee that hearing screenings will be conducted on April 8 from 6:00am-9:00am and 1:00pm-2:30pm. Additional info and sign up to be provided. Screening will be held behind the Menasha Health Department Building.

D. Training

1. **Lifting Training Review**- Class room portion of lifting training was good; however the practical portion of the training did not work well. Lost control of instruction at stations, demonstrations and rotating through stations. Suggestion for future training is to have a facilitator at each station. Too much focus put onto the magnet man hole removal demo.
2. **Annual Refresher Training** – T. Drew stated that respirator fit tests would be conducted in March. Fit testing will be done on 2 dates beginning at 7:00am. Drew will send an email with a sign-up sheet; specific dates will be coordinated with J. Nieland and D. Dworshok.
3. **Additional Training items or suggestions** - no additional training items were discussed.

E. Motion to adjourn at 10:10 AM made by A. Alix and seconded by C. Gordon.