



**Public Works / Parks Safety Committee  
December 3, 2013  
Minutes**

Meeting called to order at 9:05 AM.

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

Absent: Tim Jacobson, Pamela Captain

Approval of minutes from October 23, 2013 motion by V. Maas second C. Gordon  
- Motion passed

**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 will set a meeting after the first of the year. Committee recommended that Utilities be included. T. Drew will contact Utility (Lonnie Pichler, Scott Maurer) to invite to participate in the committee. Drew will facilitate the first meeting(s).
2. **Reporting Safety Issues of Private Contractors** – Based on an observation made by T. Jacobson of a private contractor working on a City project violating safety regulations (confined space entry). T. Drew contacted B. Rank to discuss whether it was required to report significant safety violations of private contractors. B. Rank provided document "Handling Contractors that do not Follow Workplace Safety Laws" as a reference. Interpretation is that if witnessed; significant safety violations should be addressed directly with the contractor and the employee should inform their immediate supervisor to determine appropriate action. Any actions taken including detail of the observation should be documented.
3. **Driver Awareness** – Drew reminded committee to address Driver Awareness with employees operating equipment. Driver Awareness should also be reviewed in detail with all summer help prior to using equipment and vehicles.

### C. **New Business**

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.
2. **Injury Review.** – 2 injuries reported
  1. Employee suffered a head laceration when trying to install a light bar on a piece of equipment; bar slipped and struck the employee in the head. Medical attention was required – no loss time. Recommendation is to have a second person support/control the light bar while being installed.
  2. Employee slipped on the stairs from the mezzanine in the cold storage building and as he slipped he caught his hand between the I-beam and the hand rail. Employee twisted and strained wrist as a result. No medical attention or loss time. A tube was welded at the junction of the hand rail and I-beam to prevent this type of accident in the future.
3. **Additional items for discussion** – V. Maas raised a question prior to the meeting regarding requirements for signage on slow moving vehicles (lawn mowers, small tractors) traveling in the right of way. Drew contacted B. Rank CVMIC and obtained the Wis. Stats 347.245 which states that signage is required in the circumstances cited. Information provided to V. Maas.

### D. **Training**

1. **Confined Space Training Review** – Training was held on October 26, 2013 at the Jefferson Park Pool. Training was well received and realistic entry into a steam tunnel access.
2. **Lifting Training-** Drew reminded committee that Ben Rank – CVMIC would be conducting Safe Lifting Training on December 10 @8:00AM. The training would also include a demonstration of a magnetic manhole lift.
3. **Other training items or suggestions** – Drew provided information that due to issues with clean up in the cold – fire extinguisher training would be delayed until spring.

E. Motion to adjourn at 9:40 AM made by R. Losselyong and seconded by M. Radtke.