



**Public Works / Parks Safety Committee  
February 25, 2014  
Minutes**

Meeting called to order at 9:05 AM.

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

Approval of December 3, 2013 meeting minutes - motion V. Maas second R. Losselyong – motion passed

Approval of January 28, 2014 meeting minutes – motion A. Alix second C. Gordon – motion passed

**B. Old Business**

1. **Work Zone Safety/ MPD Enforcement** – Work zone safety group to meet 3/6/14.
2. **Cold Storage Mezzanine Capacity** – Corrections to the south mezzanine completed. Corrections to north mezzanine to be completed 2/26. Corrections made based on recommendations in McMahon Engineering report.
3. **MSDS Sheets- update** - T. Drew reported that scanning of sheets was ongoing – estimate functional within 30 days. Drew also stated that he had received information on the MSDS Program through CVMIC citing equal up front work along with \$1500./yr cost and other misc. costs.

**C. New Business**

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.
2. **Injury Review.** – 3 injuries reported from Parks
  - Employee was sprayed in the face, eyes and upper body with diesel fuel after the pump handle auto shut off failed. Issue happened with unit #9110. Employee cleaned off no medical attention or loss time resulted. Recommendation was to not use auto fill with this unit and to check function of the auto shut off on pump #4 with another piece of

equipment. If auto shut off fails handle should be replaced immediately. Operational auto shut off is required on all commercial motor fuel dispensers by Wis. Admin. Code.

- Employee bumped knee on the metal bumper of Street 13 while parked in warehouse. Employee had to squeeze between vehicle and stack of construction barrels in poor lighting. No medical attention or loss time. Recommendation to maintain walk ways clear and wide enough to safely move and also to provide motion sensors to trigger lights to provide adequate lighting.
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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.

