

MINUTES
WORKPLACE SAFETY COMMITTEE
Wednesday, March 7, 2018
8:15 AM
THIRD FLOOR COMMITTEE ROOM, CITY HALL

Ross Blaha called the meeting to order at 8:15 AM.

Members Present: Ross Blaha, Lee Bruechert, Dave Dassey, Jeff Dawson, Kris Klein, Brian Kohlmeier, James McDonald, Sally Schmidt and Josh Ring, Safety Coordinator

Members Absent: Scott Ahl, Dave Buss, Dave Casebeer, Joe Collins, Judy Goodchild, Ken Kozak, Steve Pagels and Scott Schneider

Motion made by Jeff and seconded by Brian, to accept the February 7, 2018 minutes. Motion carried.

Old Business:

- The MSDS Online project is now complete. All departments are entered in to the system and all hard copies have been returned to the departments. Reminder that all hard copies need to be archived for 30 years per OSHA regulations.

As departments receive new chemicals and/or updated Safety Data Sheets, please fill out a Chemical Update Inventory sheet found on the 's' drive (s/common/forms/safety/chemical inventory update 2018) and send it over to Kay at the Electric Dept.

There is a link on the City of Two Rivers site giving everyone access to MSDS Online, and in addition Dave Dassey will be sending a link out to everyone so they can have access right from their desktop. If any department has any special requirements or requests regarding the link, please contact Dave.

Jim McDonald is still working on getting an answer as to if WWTP is required to have a hard copy of MSDS on site.

There will be annual MSDS audits done. Josh will send a report to each department sometime in June of each year.

Incident/Near Miss Reporting:

- There was one near miss reports this month. Encourage use. Help promote safety!
- There were 6 incident reports:
 - 1 Park & Rec (Head/Neck)
 - 4 PD (Head, Knee and 2 exposures)
 - 1 Customer Service (Knee)

Reports are now on the share drive at Forms/Safety. There are both printable and fill out on line available.

Inspection Reporting:

- There were no inspections for the month of February.

New Business:

None

Monthly Safety Theme: Hearing Conservation**Training:**

- March 23, 2018-Employees in the Hearing Conservation Program/Hearing Conservation.
7:15am/City Hall Chambers & 12:30pm/Water & Light
- April 23, 2018-Field Employees-Review Work Zone Safety, Heat Related Illness & Poisonous
Plants/Insects. 7:15am/City Hall Chambers & 12:30pm/Water & Light

Motion made by Brian and seconded by Jeff to adjourn. Motion carried.

Meeting adjourned at 9:15 AM.

Respectfully submitted,
Ross Blaha