

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

Ken Kozak called the meeting to order at 8:15 AM.

Members Present: Ross Blaha, Kevin Boehm, Lee Bruechert, Dave Casebeer, Jeff Dawson, Kris Klein, Brian Kohlmeier, Ken Kozak, James McDonald, Steve Pagels, Sally Schmidt, Scott Schneider and Josh Ring, Safety Coordinator

Members Absent: Scott Ahl, Dave Buss, Joe Collins and Jared Rohrer

Motion made by Scott S. and seconded by Jeff D., to accept the June 6, 2018 minutes. Motion carried.

Old Business:

- MSDS audit went well. Thank you everyone for a job well done. From this point on, the MSDS will be done annually in January.

Incident/Near Miss Reporting:

- There were 1 near miss reports this month.
- There were 10 incident reports:
 - 1 Electric (scrape to right hand)
 - 1 Rec (trip, slip, fall)
 - 1 FD (left middle finger tip)
 - 2 PD (First Aid/Modified Duty – Knee sprain and Ankle sprain)
 - 1 PD (Lost Time – thigh and forearm)
 - 4 PD (reports only)

Inspection Reporting:

- Two inspections were done with the Electric Department (underground wires). There were no safety concerns found.

New Business:

- Ross requested PD to do extra patrols around the Water Dept. while the intake cleaning project is happening. Brian suggested also closing the gate or putting up some barricades at the end of the day to deter people from entering.
- Kevin reported that the Recreation Dept. has begun playground safety inspections and audits to see if they meet the current safety standards. So far two parks have been completed. This is a long process and will take some time.

Monthly Safety Theme: Ladders & Scaffolding

Training:

- Aug. 23, 2018 – Ladders & Scaffolding for Field Employees – 7:15 am @ City Hall & 12:30 pm @ Water & Light.
- Sept. 20, 2018 – Vehicle Inspections for Field Employees – 7:15 am @ City Hall & 12:30 pm @ Water & Light.

Next meeting scheduled for Wednesday, September 5, 2018 @ 8:15 a.m.

Motion to adjourn made by Kevin B. and seconded by Brian K. to adjourn. Motion carried.

Meeting adjourned at 9:00 AM.

Respectfully submitted,
Ken Kozak