

**MINUTES**  
**WORKPLACE SAFETY COMMITTEE**  
**Wednesday, September 5, 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, Lee Bruechert, Dave Casebeer, Jeff Dawson, Kris Klein, Brian Kohlmeier, Ken Kozak, Steve Pagels, Scott Schneider and Josh Ring, Safety Coordinator

**Members Absent:** Scott Ahl, Kevin Boehm, Dave Buss, Joe Collins, James McDonald, Jared Rohrer and Sally Schmidt

Motion made by Steve P. and seconded by Brian K., to accept the August 8, 2018 minutes. Motion carried.

**Old Business:**

- Mutual Aid/EDC
- Safety Culture Indicators and Methods

**Incident/Near Miss Reporting:**

- There were 2 near miss reports this month.
- There were 3 incident reports:
  - 1 FD
  - 2 PD

**Inspection Reporting:**

- There were no inspections done in August.

**New Business:**

- Water Intake cleaning is complete and successful.
- Playground safety inspections and audits continue. Update will be provided at next meeting.

**Monthly Safety Theme:** Vehicle Inspections

**Training:**

- Sept. 20, 2018 – Vehicle Inspections for Field Employees – 7:15 am @ City Hall & 12:30 pm @ Water & Light.
- Oct. 22, 2018 – Emergency Action Plan/Fire Extinguisher – All Employees – 7:15 am & 9:15 am @ CH Chambers and 12:30 pm @ Water & Light Break Room

Next meeting scheduled for Wednesday, October 3, 2018 @ 8:15 a.m.

Motion to adjourn made by Scott S. and seconded by Ross B. to adjourn. Motion carried.

Meeting adjourned at 8:48 AM.

Respectfully submitted,  
Ken Kozak