

MINUTES
WORKPLACE SAFETY COMMITTEE
Thursday, October 10, 2019
8:15 AM
THIRD FLOOR COUNCIL CHAMBERS, CITY HALL

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

Members Present: Greg Abresch MEUW Coordinator, Steven Denzien, Scott Duessing, Kris Klein, Brian Kohlmeier, Ken Kozak, James McDonald, Steve Pagels and Sally Schmidt

Members Absent: Ross Blaha, Kevin Boehm, Dave Buss, Dave Casebeer, Jeff Dawson, Joe Collins and Jared Rohrer

Motion made by Greg and seconded by Brian, to accept the September 12, 2019 minutes.
Motion carried.

Old Business:

- Safety Manual - Greg is still in the process of reviewing. At the next meeting there will be a review of any changes made to the first 10 sections.
- Job Briefing Form – Greg brought a copy of the form discussed at September’s meeting and highly recommended that all departments look it over and consider using it, especially from a liability standpoint.

Incident/Near Miss Reporting:

- There were 3 near miss reports this month. **Continue to encourage** your people to use these forms.
- There were 3 incident reports:
 - 2 – DPW
 - 1 – Senior Center

Inspection Reporting:

- Lot F Site Inspection

New Business:

None

Monthly Safety Theme: Emergency Response

Training:

- October 23, 2019 – EAP & Fire Extinguisher - **ALL EMPLOYEES** – 7:15am & 8:15am @ CH Chambers and 12:30pm @ Water & Light Break Room (1 Hour)
- November 20, 2019 – SPCC – **Field Employees Involved with SPCC** – 7:15am @ DPW Garage (1 Hour)
- December 4, 2019 – **ALL EMPLOYEES** – Seasonal Safety – 7:15am & 8:15am @ CH Chambers and 12:30pm @ Water & Light Break Room (30 Minutes)

Next meeting scheduled for Thursday, November 14, 2019 @ 8:15 a.m.

Motion to adjourn made by Brian and seconded by Steve D. to adjourn. Motion carried.

Meeting adjourned at 8:40 AM.

Respectfully submitted,
Ken Kozak