

**MINUTES**  
**WORKPLACE SAFETY COMMITTEE**  
**Thursday, July 8, 2021**  
**8:15 AM**  
**COUNCIL CHAMBERS**

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

**Members Present:** Ross Blaha, Dave Casebeer, Jeff Dawson, Jamie Jackson, Scott Duessing, Steve Pagels, Ben Meinnert, Steven Denzien, Dee Dee Dirkmann, and Patrick Murphy – MEUW Safety Coordinator

**Members Absent:** Brian Dellemann, Dave Buss, Brian Kohlmeier, James McDonald, Lisa Kuehn, Terri Vosters, Jared Rohrer, and Ben Andrews

Motion made by Jeff and seconded by Steve P. to accept the June 10, 2021 minutes. Motion carried.

**Old Business:**

- The safety manual is complete and online.
- All departments had their new hires participate in the New Employee Summer Training. Approximately 24 new employees were trained.

**Incident/Near Miss Reporting:**

- Water Dept – 1 Report Only
- Fire Dept – 1 Report Only, 1 Exposure, and 1 Medical w/lost time.

**Inspection Reporting:**

- No inspections took place since the last meeting.
- Patrick reviewed the Water Department's corrective actions taken for their 3 issues of concern. All have been approved.
- The Wastewater Treatment Plant is scheduled to have a formal inspection in late July. They have already had an informal inspection.
- Storage of flammable materials is still an ongoing concern.

**Training:**

- July 14th – Fall/Shoring/Trench Training (TRW&L Line Crew) 7:15 am & 12:30 pm

**New Business:**

- After a reportable incident occurs, a follow-up with the injured employee should become common practice. These follow-ups should include a discussion of preventive measures and corrective actions.
- There was a conversation regarding basic roadway safety precautions not being used and basic training not being exercised. Employees must use basic training and other means provided to them such as pylons, signs, lights, etc. to ensure the safety of everyone.
- There was a discussion about the protocol that should be followed upon witnessing a City employee doing something incorrectly or not practicing safety procedures. Anybody within the City should be able to confront the employee regardless of the department they are in. They should then notify the employee's department head.
- Going forward the monthly safety meeting will be held on the second Thursday of every month regardless of whether a calendar invite was received or not.

**Monthly Safety Theme:** Temperature Awareness

Next meeting scheduled for Thursday, August 12, 2021 @ 8:15 a.m.

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

Meeting adjourned at 8:35 AM.

Respectfully submitted,  
Brian Dellemann