

Safety Committee Agenda

for

Two Rivers

Thursday, 8:15AM, August 12th, 2021

3rd Floor Council Chambers Room

Agenda items:

1. Open Meeting
 - Attendance (Sally S. / Dee Dee)
 - Approve draft minutes from previous meeting. Motion & Second
2. Old Business
 - Discuss any on-going issues (Brian D.)
Remind employees to use near miss reporting procedures.
 - Previous month theme – Temperature Awareness
 - Previous trainings – Fall/Shoring/Trench Training
3. Incident Reporting
 - Incident report (Sally S. / Dee Dee)
 - Near Miss report / Department follow up (Any)
 - Recommendations/Actions/Root cause
4. Inspection Reporting
 - Inspection report (Patrick)
 - Discussion on inspections / concerns
 - Corrective Action
5. New Business
 - Set theme for the month
6. Future Safety Training Events / Sessions
 - August 24th – Fire Safety Training (8:30am Rec Dept / 12:30pm City Hall)
 - August 25th – Fire Safety Training (7:15am Electric Dept if needed)
7. Establish next safety committee meeting time and date (09/9/2021 8:15 am - Tentative)
8. Adjourn Meeting