



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Wednesday, December 20, 2023 at 8:15 AM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

AGENDA

1. OPEN MEETING

- A. Attendance (Sally S./Dee Dee)
- B. Approve draft minutes from previous meeting

2. OLD BUSINESS

- A. Remind employees to use near miss reporting procedures
- B. Previous trainings:
Winter Safety Training was held on November 30th at 7:15am and 8:30am. The 12:45pm class was rescheduled to Thursday, November 14th in the Council Chambers, same time.
- C. December Safety Theme: Ice & Snow
- D. The Fire Department is seeking Stop-the-Bleed kits through a state grant; however, the number of kits is limited. To be eligible for the grant, City representatives must attend required meetings throughout the year. Our representatives are Dave Murack and Bill Manis. Bill is in charge of assembling the kits. Our goal is to have a kit in each City vehicle.
- E. Discuss any on-going issues (Brian D.)

3. INCIDENT REPORTING

- A. Incident Report (Sally S./Dee Dee)
- B. Near Miss Report/Department Follow-up
- C. Recommendations/Actions/Root Cause

4. INSPECTION REPORTING

- A. Inspection Report (Patrick)
- B. Discussion on inspections/concerns
- C. Corrective Action

5. NEW BUSINESS

- A. **City Fire Extinguisher Inspections:**
Vorpahl will be on-site Wednesday, 12/27 and Thursday, 12/28. He will begin inspections at 7:00am at the Electric Department and make his way through the City (Water, PW, WWTP, Library, City Hall). Depending on how far he gets, he will most likely have to complete Fire, Parks & Rec, and Cemetery on Thursday.

B. Emergency Operation Center (EOC) discussion

C. Safety Policy Manual Review:

One week before each upcoming meeting Gina will email the Safety Committee members a section in the Safety Policy Manual to review. Committee members will receive the first section on January 8th to be discussed at the January 17th meeting.

D. Accident Reporting:

Discuss Public Service Commission (PSC) of Wisconsin correspondence regarding Electrical Accident Reporting under Wis. Admin. Code ch. PSC 104 (see attachment). Discuss all department reporting requirements.

E. First Aid Cabinets & Kits:

Check-in to ensure our new way of monitoring First Aid Cabinets & Kits is working for each department since we no longer use Cintas.

F. Annual MSDS Review:

Each department will receive a list of MSDS items they have from Gina. Departments should review the list and note what should be removed and include what items should be added. Completed lists should be given back to Gina at the next meeting, January 17th.

G. Set safety theme for January: _____

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

A. HAZCOM:

Monday, January 29th in the Council Chambers at 7:15am, 8:30am and 12:45pm (1-hour sessions). All employees encouraged to attend.

Blood Borne Pathogens & Access to Medical Records:

Monday, February 12th in the Council Chambers at 7:15am, 8:30am and 12:45pm (1-hour sessions). All employees encouraged to attend.

Fire Extinguisher:

Training date to be determined. This training will be for employees who were unable to attend in October.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Thursday, January 17, 2024 at 8:15am (scheduled on the 17th due to Brian and Patrick being unable to attend the 11th date).

8. ADJOURNMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.