



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Thursday, April 13, 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. April's awareness/safety theme: Tornado Safety
- C. Audiometric testing was completed March 27th for field crews and other select employees. Employees unable to attend should have been contacted by Human Resources and directed to schedule hearing tests with Occupational Health.
- D. Substation security has been an issue throughout the nation. Brian D. has inquired about security cameras for the Columbus Substation and research is still on-going.
- 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. Data card printer has arrived this week. There will be email notification and communication to city employees for obtaining new badges.
- B. Key pad entry locks have been installed at Customer Service, Human Resources/City Clerk, Finance, and Engineering.

- C. 2023 Wisconsin Statewide Tornado Drill is scheduled for Thursday, April 20th at 1:45pm and 6:45pm. All departments should reserve these times to discuss and practice tornado and severe weather safety and sheltering plans. What to expect: NOAA weather radio weekly test will announce, some municipalities will sound sirens, some TV/radio stations will briefly cut into program, and social media posts.
- D. Set awareness/safety theme for May -

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. Work Zone Safety Training is scheduled for April 26th at 7:15am or 12:45pm and is located in the City Hall Council Chambers (1-hour sessions for field employees only).
- B. Chainsaw Training is scheduled for select field employees on May 3rd and May 4th beginning at 8:00am and end at approximately 12:00pm or after. Training will begin in the City Hall Council Chambers and end out in the field at Neshotah Park.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Monday, May 15, 2023 at 8:15am.

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.