



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, April 14, 2022 at 8:15 AM  
Behringer Room – Parks & Rec Building  
1520 17<sup>th</sup> Street, Two Rivers, WI 54241

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## AGENDA

### 1. OPEN MEETING

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

### 2. OLD BUSINESS

- A. Discuss any on-going issues (Brian D.)
- B. Remind employees to use near miss reporting procedures
- C. Previous month theme- How to file an Incident & Injury Report
- D. Previous trainings:
  - Bloodborne Pathogens & Employee Access to Medical Records (March 24th)
  - CPR Training (April 4th, 5th, & 6th)
- E. Audiometric Testing for DPW, TRW&L, WWTP, Parks & Rec, and City Hall (Maintenance Employees) completed April 7th

### 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. DSPS- How to prepare and what to expect for a possible inspection
- B. Contractor Safety & City Responsibilities and Liabilities
- C. Tornado Drill & Procedures- follow up from tornado drill completed on April 7th
- D. Set theme for the month of May-

**6. FUTURE SAFETY TRAINING EVENTS/SESSIONS**

**A. Safety Training with Police Department**

May 4th, 16th, & 25th in the City Hall Committee Room from 1:30pm-3:00pm

**B. Seasonal Safety & Contractor Safety Training (Field Staff Only):**

Wednesday, June 15th - 7:15AM-8:15AM and 12:45PM-1:45PM at the Parks & Rec Behringer Room (1-hour sessions)

**7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE**

**A. Tentative - Wednesday, May 18th, 9:30AM-10:30AM**

**8. ADJOURNMENT**

*Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.*

*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.*