



**TWO  
RIVERS**  
WISCONSIN

# **SAFETY COMMITTEE MEETING**

Thursday, July 14, 2022 at 8:15 AM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park 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:  
Fireworks Safety
- D. Previous trainings:  
Police Department 2nd & 3rd Shifts Safety Compliance Training completed 07/13.
- E. Seasonal Staff has started working for the Summer.

### **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. First Aid Cabinets & Cintas
- B. Reminder: A representative from our insurance carrier Liberty Mutual has reached out to the City to schedule a risk control visit. This visit is tentatively scheduled for Thursday, August 11th at 9:00 a.m. Mr. Johnson would like to sit in on the safety meeting on this day. Following the meeting he would like to meet with select individuals for additional information and building walkthroughs.

- C. Drug Hazard Awareness
- D. Building Security
- E. Set theme for the month of August

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

- A. Excavation & Trenching Refresher (Field Employees Only) - Monday, August 15th at 7:15am and 12:30pm (1-hour sessions) located at the Electric Department's back garage.

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

- A. Tentative - Thursday, August 11, 8:15AM - 9:15AM

**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.*