



## 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. November safety theme: Distracted Driving
- C. Previous trainings:  
Fire Extinguisher Training was completed 10/16. Due to the Senior Center and other employees from the Community House being unable to attend, another training will be scheduled in January. Date to be announced.  
  
Cyber Security Training was completed 11/01.
- D. New hire orientation and on-board safety training:  
General training by the supervisor should take place within the first week or two of hire. More extensive training will take place with Patrick, MEUW Safety Coordinator, on a one-on-one basis. This training will also be added to the new employee package checklist. There will need to be on-going discussion with HR about this topic.
- 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. Safety Policy Manual Review:

The Safety Committee will begin review of the nine core components of the Safety Policy Manual. Patrick suggested we begin reviews in January 2024, and each component can be reviewed at the Safety Committee's monthly meetings. As each topic is reviewed they can be placed in a file so we have a current copy. The most current copy will have to be emailed to Tammy Lawler for her to upload in MiPay.

### B. Set safety theme for December: \_\_\_\_\_

## 6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

### A. Winter Safety Training:

November 30th at 7:15am, 8:15am or 12:45pm located in the City Hall Council Chambers (1-hour sessions). All employees encouraged to attend.

### Annual Safety Review: Jeopardy:

December 4th at 7:15am, 8:15am or 12:45pm located in the City Hall Council Chambers (1-hour sessions). All employees encouraged to attend.

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

### A. Next meeting tentatively scheduled for Thursday, December 14, 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](mailto: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.*