



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Wednesday, January 17, 2024 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. January Safety Theme: Outdoor Winter Activity Safety
- C. No previous safety trainings were completed since last meeting.
- D. **Annual SDS Review:**
Reminder that all departments need to complete their annual SDS review. If you haven't already, please submit reviewed lists back to Gina as soon as completed. Lists were asked to be completed by January 17th.
- E. **First Aid Cabinets & Kits:**
Each department stated there have been no issues with obtaining required safety items to stay within compliance. If issues arise please contact your department head.
- F. 2023 Fire Extinguisher Inspections completed. Reminder, 2024 inspections will be completed around the October timeframe.
- G. **Stop-the-Bleed Kits:**
The Fire Department is still seeking Stop-the-Bleed Kits through a state grant. Dave Murack and Brian Dellemann will participate in a virtual meeting at 5:00 p.m. with the Northeast Wisconsin Regional Trauma Advisory Council (RTAC) to discuss our request for kits.
- H. **Emergency Operation Center (EOC) discussion:**
Patrick Murphy – MEUW Safety Coordinator discussed the importance of updating and continuing development of an EOC for the City. There will be continued discussion on this topic and disaster planning.
- I. 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:**
Discussion and review of Section 3- Emergency Action Plans & Preparedness
- B. Set safety theme for February: _____

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:

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

CPR:

CPR Trailing will be held on the following days April, 23, 24, and 25. Each training session will be 2-1/2 hours in length and there will be a maximum of 8 employees per session. More information to come.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively schedule for Thursday, February 8, 2024 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.