



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Thursday, March 10, 2022 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. Discuss any on-going issues (Brian D.)
- B. Remind employees to use near miss reporting procedures
- C. Previous month theme - Fire Safety
- D. Previous trainings - Ergonomics & Office Safety
- E. 2021 MSDS Audit - Completed and submitted back to Brian/Gina

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. Discuss procedure for Incident Reporting - ensure that all employees are aware of how to report properly

What if an employee refuses to report an incident?

- B. Set theme for the month - April
How to file Incident Reports
- C. Personnel Policy Manual - Employees to sign and return Personnel Policy Acknowledgment form

- D. Coordination of joint servicing and purchasing (i.e. cleaning products, fire extinguisher inspections, etc)
- E. COVID-19 concerns and guidelines continually being addressed
- F. Open discussion with committee

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

A. Bloodborne Pathogens & Employee Access to Medical Records (All Employees)

Thursday, March 24th - 7:15AM & 830AM at Rec Dept Behringer Room & 12:45PM at City Hall Council Chambers (1-hour sessions)

B. CPR First Aid Training (ONLY for City Hall/DPW/Electric/Water/Library/WWTP)

Sessions will be held in the City Hall Council Chambers on April 4th, 5th, and 6th. A maximum of 12 employees per each session (mornings 7:30AM-10:00AM; afternoons 12:30PM-3:00PM). Schedules were emailed to department heads to inform employees of session they are supposed to attend.

C. Audiometric Testing (DPW/Electric/Water/Parks&Rec/City Hall-Maintenance Employees)

Thursday, April 7th, located in the DPW Garage from 7:00AM-9:00AM - Schedules have been emailed out to departments heads to notify employees who will need to attend (testing will be done in 15-minute increments).

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Tentative - April 7, 2022 - 8:15AM

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.