



# SAFETY COMMITTEE MEETING

Thursday, June 13, 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. Previous Safety Theme: Water Safety
- C. No previous safety training since last month.
- D. Last meeting it was discussed that it would be beneficial to schedule another ALICE training for city employees. Ben will discuss scheduling training with Melissa and follow-up.
- E. The Parks & Recreation Department's new Beach Alert System should be in by Memorial Day weekend.
- F. When Kaukauna experienced a recent winter storm they requested mutual aid from other municipalities. While another utility was assisting in aid an incident occurred where a contractor was able to get through barricades and hit a fiber optic line. The line snapped back hitting two employees causing significant injuries. This incident serves as a reminder to make sure your work areas are secure and inaccessible to the public and to also be aware of your surroundings at all times.
- G. 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: Discuss and review "Incident Reporting" section.
- B. Discuss Black River Falls Incident
- C. Set safety theme for July: \_\_\_\_\_

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

- A. Seasonal Safety Training is scheduled for June 19th at 7:15am or 12:45pm in the Council Chambers for field staff only (Cemetery, DPW, Electric, Water, WWTP). Each training session will last about one hour.

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

- A. Next meeting tentatively scheduled for Thursday, July 11, 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](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.*