



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, February 09, 2023 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. Remind employees to use near miss reporting procedures
- B. February awareness/safety theme - American Heart Month
- C. Previous Safety Trainings:  
January 18th - Hazard Communication
- D. Renovations on the 3rd floor of City Hall to enhance safety will begin in the current year. Safety enhancements will include security cameras, key fob access points and/or Lisa will be able to grant access by buzzing employees and citizens in the secure areas of 3rd floor.
- E. As construction continues with the Central Park 365 project, encourage all employees to be aware of their surroundings and make sure they are wearing the proper PPE in the construction zone.
- F. 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. Update on safety precautions within departments at City Hall (i.e. key fob entry, employee access only signs)
- B. Update on data card printer for employee identification badges
- C. Update on annual fire extinguisher inspections (Vorpahl)
- D. Set awareness/safety theme for March -
- E. Discuss monthly Safety Committee meeting locations to expose employees to other departments throughout the City

## 6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. **Bloodborne Pathogens Training:**  
Wednesday, February 15th at City Hall Council Chambers - 7:15am, 8:30am, and 12:45pm  
*All employees encouraged to attend*  
  
**Fire Extinguisher Training:**  
Wednesday, March 29th at City Hall Council Chambers - 7:15am, 8:30am, and 12:45pm  
*All employees encouraged to attend*

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

- A. Next meeting tentatively scheduled for Thursday, March 9, 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.*