



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Thursday, June 08, 2023 at 8:15 AM

Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

AGENDA

1. OPEN MEETING

- A. Attendance (Dee Dee)
- B. Approve draft minutes from previous meeting

2. OLD BUSINESS

- A. Remind employees to use near miss reporting procedures
- B. June Safety Newsletter Theme: Sun Exposure & Heat Exhaustion
- C. Plants, Bugs, and Heat & Our Responsibilities to Contractors was completed on May 31st for all field employees
- D. Discuss any on-going issues (Brian D.)

3. INCIDENT REPORTING

- A. Incident Report (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. Follow-up discussion on tornado drill procedure
- B. Mitel phone system one-call notification
- C. AED Department Monthly Checklist
- D. Set newsletter safety theme for July:

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

A. Community Emergency Action Plan Review - All Employees:

Wednesday, May 31st in the City Hall Council Chambers - 7:15am, 8:30am, and 12:45pm (1-hour sessions)

B. Stop the Bleed Kit training - update on training by Fire Department

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

A. Next meeting tentatively scheduled for Thursday, July 13, 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 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.