



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Wednesday, May 18, 2022 at 9:30 AM

Parks & Rec – Behringer Room
1520 17th Street

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- Seasonal Safety
- D. Previous trainings:
Safety Training with Police Department (May 4th, 16th, and 25th) – **May 16th has been rescheduled for June 1st**
- E. DSPS may plan a possible visit, be prepared. DSPS-OSHA Inspection Guide can be found at the following location S:Drive/COMMON/Safety/DSPS-OSHA Inspection Guide.
- F. Safety is not just our contractors' concern. City employees need to be aware of any safety hazards they see and if possible address it with a supervisor and the contractor. Also, we can provide them with safety equipment or guidance (road signs, cones, etc.).
- G. Winter Moratorium has ended and disconnects began week of April 18th. Be cautious when addressing disgruntled residents. Refer them to Customer Service to discuss their options/account.
- H. Tornado Drill was successfully completed April 7th. Intercom notification system failed to notify all city employees who have Mitel desktop phone, this is being looked into and should be corrected.

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. Vorpahl - City wide vendor for fire extinguisher inspections and fire protection systems
- B. Set theme for the month of June-

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. Seasonal Safety & Contractor Safety Training (Field Employees Only)
 - Wednesday, June 15th - 7:15am and 10:00am located in the Electric Department's back garage (1-hour sessions)

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Tentative - Thursday, June 9th, 8:15AM - 9:15AM

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.