



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Thursday, August 10, 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 (Sally S./Dee Dee)
- B. Approve draft minutes from previous meeting

2. OLD BUSINESS

- A. Remind employees to use near miss reporting procedures
- B. August Safety Newsletter Theme: How to use the Mitel Phone in an emergency situation
- C. Previous Training:
Stop the Bleed Kit training for field staff was completed on July 19th.
- D. AED monthly check tags have been distributed to departments. If additional tags are needed, they are kept with the Electric Department (contact Gina).
- E. 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. Mitel phone system and the one-call notification (Dave Dassey).
- B. Discussion regarding responses to residents & social media.
- C. Set newsletter safety theme for September:

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. There are no upcoming safety trainings have been scheduled, information will be communicated once scheduled.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Thursday, September 14, 2023 at 8:15 am.

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.