

MINUTES
WORKPLACE SAFETY COMMITTEE
Thursday, March 10, 2022
8:15 A.M.
COUNCIL CHAMBERS

Brian Dellemann called the meeting to order at 8:15 a.m.

Members Present: Brian Dellemann, Ross Blaha, Andrew Sukowaty, Jamie Jackson, Ben Meinnert, Scott Duessing, Steven Denzien, James McDonald, Steve Pagels, Jeff Dawson, Gina Sampe, Andrew Raatz, Kevin Krizek, Dee Dee Dirkmann, and Patrick Murphy – MEUW Safety Coordinator

Members Absent: Dave Buss, Brian Kohlmeier, Lisa Kuehn, Jared Rohrer, and Dave Casebeer

Motion made by Steve D. and seconded by Ross to accept the February 10, 2022 minutes.
Motion carried.

Old Business:

- Remind employees the importance of Near Miss reporting procedures.
- Ergonomics & Office Safety Training went well and garnered some good conversations.
- The 2021 MSDS Audit has been completed.

Incident/Near Miss Reporting:

- Police – 2 Report Only
- Parks & Rec – 1 Report Only
- Public Works – 1 Near Miss

Inspection Reporting:

- No inspections took place since the last meeting.
- It can be expected that DSPS may be planning a possible visit.

Training:

- Bloodborne Pathogens and Employee Access to Medical Records (All Employees)
Thursday, March 24th - 7:15am & 8:30am at Rec Dept Behringer Room and
12:45pm in City Hall Council Chambers (1-hour sessions)
- CPR First Aid Training (Only for City Hall, DPW, Electric, Water, Library, & WWTP)
April 4th, 5th, and 6th - Mornings 7:30am to 10:00am and Afternoons 12:30pm to
3:00pm in City Hall Council Chambers
 - There is a maximum of 12 employees per session
 - Schedules were sent to department heads to notify employees of their session.
- Audiometric Testing (DPW, Electric, Water, Parks & Rec, & City Hall Maintenance)
Thursday, April 7th – 7:00am to 9:00am in the DPW Garage
 - Testing is in 15-minute intervals
 - Schedules were sent to department heads to notify employees of their session

New Business:

- Procedures for Incident Reporting were reviewed. The significance of reporting no matter how trivial the incident may seem was addressed. A waiver for an employee's refusal to prepare an incident report was discussed.
- Continued efforts are being made to coordinate the City's ordering system and inspection schedules.
- The final revision of the Employee Personnel Policy Manual was approved by City Council. Employees were made aware of several ways to access to the manual. All employees, including part-time, must sign an Acknowledgement of Receipt & Understanding of the manual.
- Continuous precautions have been taken to stop the spread of Covid-19. Active cases within the City seem to have been dropping.

Monthly Safety Theme: Incident Reporting

Next meeting scheduled for Thursday, April 14, 2022 at 8:15 a.m.

Motion to adjourn made by Steve D. and seconded by Ross. Motion carried.

Meeting adjourned at 8:50 a.m.

Respectfully submitted,
Brian Dellemann