



SAFETY COMMITTEE MEETING

Thursday, July 13, 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. July Safety Newsletter Theme: Mental Health
- C. Previous Training:
Community Emergency Action Plan Review training was completed on Monday, 06/19.
- D. Mitel phone system one-call notification:
The phone directory has been updated and the one-call notification number has been added. During an emergency, anyone with access to the Mitel desktop phone can dial 8876 and the individual will be able to state the issue to warn as many employees as possible of the situation. Note: dialing 8876 does not send an automated message, you have to speak into the phone to notify.
- E. Discuss any on-going issues (Brian D./Andrew S.)

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. AED monthly check tags have arrived. Each department should have a designated employee assigned to complete the monthly check. Note on the tags when the pads expire for each AED

in the department. If new pads or other AED equipment is needed, order from www.AEDsuperstore.com.

- B. Set newsletter safety theme for August:

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

A. Stop the Bleed Kit Training:

Wednesday, July 19th - 8:00am-9:00am at the Fire Department (Field Staff Only)

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Thursday, August 10, 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.