



SAFETY COMMITTEE MEETING

Thursday, August 11, 2022 at 9:00 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. Discuss any on-going issues (Brian D.)
- B. Remind employees to use near miss reporting procedures
- C. Previous month theme: Heat Awareness & Pre-cautions
- D. Previous or Upcoming trainings:
08/10 - Drug Hazard Awareness
08/15 - Excavation & Trenching Refresher
- E. Drug Awareness- Drug use is widespread throughout the community. Be cautious and contact police if you encounter any drug paraphernalia so they can properly dispose. Fentanyl is especially dangerous and prevalent in all areas.

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. Signage for legally limiting public access at 1415 Lake St Campus - Authorized Personnel Only/Keep Out/No Trespassing signs. Update on locations and language to be on signs from Andrew.

- B. First Aid Supplies- Departments can utilize attached spreadsheet for ordering supplies through the Fire Department and checking cabinets/kits monthly. Spreadsheet save in the S:Drive/COMMON/Safety/First Aid Ordering-Checklist
- C. Stop the Bleed Kits - Tourniquet to be included, see attachment for type. Fire Dept. will put these kits together and training sessions will need to be scheduled for how to properly use (training conducted by Fire Dept staff member). Kits will be supplied to: Electric, Water, WWTP, DPW, and Parks & Rec. If other departments are interested they will have to let Steve Denzien know.
- D. Monthly Fire Extinguisher Inspections by Department. Does each department have an employee assigned for monthly inspections?
- E. Sharps Containers at Public Facilities (bathrooms at parks, beach, other city buildings)
- F. Set theme for the month of September
- G. COVID concerns and guidelines continually being addressed

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. Confined Space Refresher - Field Employees Only
09/14 & 09/19 - 8:00am - 10:00am at Holy Cross Cemetery

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Tentative - Thursday, September 8, 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.