



SAFETY COMMITTEE MEETING

Thursday, August 08, 2024 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 Theme: Heat Awareness
- C. Previous trainings: No safety trainings held in July
- D. The City's Fleet Safety Program was discussed. The Fire Department and Police Department have their mandatory annual training and inspections. In addition, each department independently encourages safe driving by requiring vehicle prechecks before each departure. Liberty Mutual would like us to formalize our safety standards and procedures. A follow-up email will be sent to the City's insurance agent requesting clarification. A sub-committee was formed to help address the issue.
- 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. Safety Policy Manual Review: Personal Protective Equipment Section
- B. Set September Safety Theme: _____

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

- A. Confined Space Refresher is scheduled for August 14th at 7:15am and 9:30am at the Electric Department's back garage for field staff only (Cemetery, Electric, DPW, Parks & Rec, Water & WWTP; 2-hr sessions).
- B. Personal Protective Equipment & Hearing Conservation Training is scheduled for September 18th at 7:15am and 8:30am in the Council Chambers for field employees only (1-hr sessions).
- C. CPR training provided by the Fire Department for Parks & Rec will be scheduled in early Fall.
- D. ALICE Training will be scheduled in the future for all employees.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Next meeting tentatively scheduled for Thursday, September 12, 2024 at 8:15am.

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.