



## 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. September Safety Theme: Back to School Safety
- C. Previous trainings: Confined Space Refresher, classroom portion, was held on August 14th for field staff only.
- D. The Personal Protective Equipment section of the Safety Manual was reviewed. Input was provided and modifications and formatting will be corrected.
- E. Kaukauna is hosting a 3-hour concrete saw training session. It will cover safety, maintenance and include hands-on demonstrations. It was suggested that Two Rivers host a training session. Patrick will gather additional information on hosting a training.
- F. 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: Powered Industrial Truck (PIT) Program
- B. Annual Fire Extinguisher Inspections

- C. Fleet safety management update
- D. Discussion on structure and safety reporting
- E. Nominations for Vice Chair
- F. Set October Safety Theme: \_\_\_\_\_

**6. FUTURE SAFETY TRAINING EVENTS/SESSIONS**

- A. Personal Protective (PPE) & Hearing Conservation Training (Field Employees Only):
  - Wednesday, September 18th - 7:15am and 8:30am in the Council Chambers (1-hr sessions)
- B. Confined Space Refresher- Field Portion (Field Employees Only)
  - Monday, September 30th - 7:30am - 9:30am, meeting in the Electric Department's back garage
- C. CPR Training for Parks & Rec employees will be scheduled for 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, October 10, 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](mailto: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.*