



## 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. **Previous safety training:**  
HAZCOM training was completed on 01/29.
- C. February Safety Theme: Heart Health Awareness
- D. **Safety Policy Manual Review:** Section 3 - Emergency Action Plan  
Updates were made based on discussion from previous meeting concerning the members' review of the Emergency Action Plan. Suggestions were as follows:
  - a. A section regarding the City's newly implemented Mitel one-call emergency alert notification should be added.
  - b. Evacuation maps should be larger. Kevin will print new maps identifying fire extinguisher locations and a 'You Are Here' marker.
  - c. General inconsistencies with wording may cause confusion.
  - d. Gender neutral pronouns should be used where applicable.
- E. 2024 ladder inspections were completed by Batavia Services on 01/18/2024 for DPW, Electric and Water. All other departments who were unable to have their ladders inspected must coordinate inspections on their own.
- 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. Discuss recent incident with a company tree trimming near high voltage utility lines.
- B. **Safety Policy Manual Review:**  
Discussion and review of Blood Borne Pathogen Exposure Control Plan
- C. Set safety theme for March: \_\_\_\_\_

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

- A. **Blood Borne Pathogens & Access to Medical Records:**  
Thursday, February 29th in the Council Chambers at 7:15am, 8:30am and 12:45pm (1-hour sessions). All employees encouraged to attend.

**Audiometric Testing:**

Monday, March 25th in the DPW Garage, 1415 Lake Street from 7:00am-9:00am. A schedule will be provided to department heads for staff members that will need to be tested (Cemetery, DPW, Electric, Parks & Rec, Water & WWTP).

**CPR:**

CPR Training will be held on the following dates, April 23, 24, and 25. Each training session will be 2-1/2 hours in length and there will be a maximum of 8 employees per session. More information to come.

**7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE**

- A. Next meeting tentatively scheduled for Thursday, March 14, 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.*