



**TWO  
RIVERS**  
WISCONSIN

# SAFETY COMMITTEE MEETING

Thursday, October 12, 2023 at 8:15 AM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## 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. October safety theme: Fire Safety
- C. No previous trainings in September
- D. MEUW Safety Program Contract Renewal was approved by all departments. This four-year renewal contract is effective January 1, 2024.
- E. Clothing allowance should be discussed within each department and incorporated in budget planning.
- 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. New employee orientation and on-board safety training.
- B. Review of City's Policy Manual
- C. Set safety theme for November: \_\_\_\_\_

## 6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

### A. Fire Extinguisher Training:

October 16th at 7:15, 8:30am or 12:45pm located in the City Hall Council Chambers. Training sessions are 1-hour, but may exceed due to employees being able to practice with a fire extinguisher.

### Cyber Security Training (MANDATORY):

November 1st at 8:45am or 11:15am located in the City Hall Council Chambers (1-hour sessions)

### Winter Safety Training:

November 30th at 7:15, 8:30am or 12:45pm located in the City Hall Council Chambers (1-hour sessions)

**ALL EMPLOYEES ARE SHOULD PLAN TO ATTEND THESE TRAININGS**

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

A. Next meeting tentatively scheduled for Thursday, November 9, 2023 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.*