



# SAFETY COMMITTEE MEETING

Thursday, March 14, 2024 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. March Safety Theme: "See Something...Say Something"
- C. **Previous Safety Training**  
Blood Borne Pathogens & Access to Medical Records training was completed February 29th.
- D. **Safety Policy Manual Review:** The Blood Borne Pathogen Exposure Control Plan section was reviewed. Everything related to its contents was accurate and accepted.
- E. The Manitowoc County tree trimming incident was discussed. Contractors should always contact the Electric Utility when trimming near utility lines. This incident had the potential to cause serious and/or fatal injuries. The County was contacted for copies of their incidents reports.
- 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. Digger Hotline ticket discussion

- B. City Hall Evacuation Maps
- C. **Safety Policy Manual Review**  
Discussion and review of section "Hearing Conservation Written Program"
- D. Set theme for the month

## 6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

### A. **Audiometric Testing**

Monday, March 25th from 7:00am - 9:00am (15 minute sessions) located in the Public Works garage at 1415 Lake Street. Testing is required for field staff only (Cemetery, DPW, Electric, Parks & Rec, Water, & WWTP); schedule attached. Employees that are unable to make the testing will need to schedule a hearing test with Human Resources at the Occupation Health Clinic.

### **Fall Protection**

Wednesday, March 27th at 7:15am, 8:30am or 12:45pm (1-hour sessions) located in the City Hall Council Chamber for field staff only (Cemetery, DPW, Electric, Parks & Rec, Water, & WWTP).

### **CPR Training**

The Fire Department will be conducting CPR training on April 30th, May 1st, and May 2nd. Trainings will be held at 8:00am - 10:00am and 10:30am - 12:30pm. There will be 10 employees per class (full-time employees only). Schedule will be created soon and shared.

### **Stop the Bleed Kits**

The Fire Department ordered and was working on assembling the new Stop the Bleed Kits. Once all kits are assembled, they will be distributed and a training on how to properly use the kits will be scheduled. More information to come.

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

- A. Next meeting tentatively scheduled for Thursday, April 11, 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.*