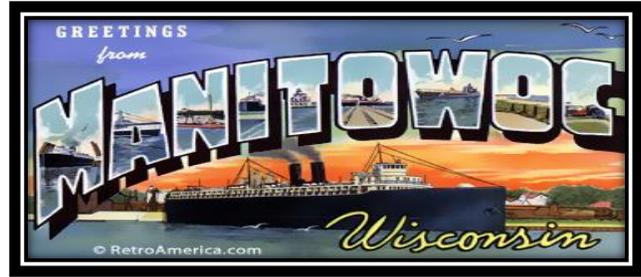


## SAFETY STEERING TEAM APRIL MEETING MINUTES

6/19/2015 @ 8:00am



### ATTENDEES:

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Stacey Bialek, Rochelle Blindauer, Ben Nolen

### AGENDA:

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1. Recurring Business:
  - a. Inspection and Drill Update
  - b. Safety Nomination Program Update
  - c. Lost Time Injury Program Update
  - d. MSDS Online Program
  - e. Health Fair Update
  - f. Safety Flip Charts Update
  - g. Tips & Tricks
  - h. Open Forum

### RECURRING BUSINESS:

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- Inspection and Drill Updates-Nothing scheduled.
  - RB did speak with JM about conducting a tornado drill in the near future (perhaps on or about the week of 7/4).
  - Also, RB received an email from JM about all the severe weather shelters for city buildings. RB will put info into Wavelength first and then schedule drill.
- Safety Nomination Program-
  - Jeff Bonin won the quarterly drawing for his noting a dangerous situation involving an extension cord in the PD garage. He wins \$25 in Chamber Bucks.
- Lost Time Injury Program Update-
  - 2 departments have reached their 6 month milestones and will be receiving their pizza parties. They are Cemetery and Police.
- MSDS Online Program Next Steps-
  - There are about 324 assigned entries and about 228 unassigned
  - SB will check to make sure library entries are entered properly.
  - RB will follow up in October to make all entries are in by December '15.
- Health Fair Update-
  - Various reps have been contacted for Fair in September. Many seem interested and committed.

- SC has financial services set up, RB has at least informational brochures offered by Festival, and Judy has commitments for dental and eye services.
- Safety Charts Update-
  - RB has a lot of info and will begin making templates
  - RB will contact MPSD about printing
- Tips & Tricks-
  - RB will send out reminder for Ergonomic Luncheon offered by CVMIC coming up on 7/10.
  - Ben Rank from CVMIC consulted with RB about thematic ideas for safety that are highlighted each month.
  - RB will assign each SST member a month and a corresponding theme that they can investigate and highlight.
  - RB met with reps from HFMC to initiate a Needle Awareness Program & Training for city staff that may have direct contact with discarded hypodermic needles.
    - RB will set up a Powerpoint to viewed as part of that training
    - Locations will be tracked as to where needles are being found
    - RB will send out emails to managers and review job descriptions as to which city personnel are at risk.
    - RB will investigate large scale disposal options for accumulated needles.
- Open Forum-
  - Update: RB and concerned alderperson have purchased an Arc Flash Safety Suit for electricians at WWT.
- **Next Meeting: Friday, July 17, 2015 @ 8am. 2<sup>nd</sup> floor Conference Room, City Hall**

| Name               | Department        |
|--------------------|-------------------|
| Darren Laine       | WWTF              |
| Dave Vorpahl       | PD                |
| Ben Nolen          | Transit           |
| Karl Puestow       | PD                |
| Stacey Bialek      | Library           |
| John Powalisz      | Parks             |
| Gene Riley         | DPW               |
| Jim Muenzenmeyer   | Buildings/Transit |
| Gregg Kadow        | Fire              |
| Rochelle Blindauer | Human Resources   |