



**TWO
RIVERS**
WISCONSIN

SAFETY COMMITTEE MEETING

Thursday, February 10, 2022 at 8:15 AM

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

AGENDA

1. OPEN MEETING

- A. Attendance (Sally S./Dee Dee)
- B. Approve draft minutes from previous meeting

2. OLD BUSINESS

- A. Discuss any on-going issues (Brian D.)
- B. Remind employees to use near miss reporting procedures
- C. Previous month theme - Winter Driving
- D. Previous trainings - Situational Awareness Training
- E. #8876: In the event of an emergency dial #8876 on Mitel desktop phones. This will send an intercom alert to everyone with a City landline.
- F. Fit for Duty program discussion
- G. New hire and current employee signatures required when final review of the Personnel Handbook & Safety Manual are complete
- H. Coordinate plan of all City departments ordering safety supplies & required inspections from the same vendors.

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. MSDS Annual Review - Distribute product lists to each department

- B. Set theme for the next month - March
- C. COVID-19 concerns and guidelines continually being addressed
- D. Open discussion with committee

6. FUTURE SAFETY TRAINING EVENTS/SESSIONS

A. Ergonomics & Office Safety (All Employees)

Tuesday, February 15th - Training options: 7:15am & 8:30am at Rec Dept. Behringer Room and 12:45pm in City Hall Council Chambers. All employees encouraged to attend 1-hour long sessions.

B. Bloodborne Pathogens & Employee Access to Medical Records

Thursday, March 24th - Training options: 7:15am & 8:30am at Rec Dept. Behringer Room or 12:45pm at City Hall Council Chambers. All employees encouraged to attend the 1-hour long sessions.

7. ESTABLISH NEXT SAFETY COMMITTEE MEETING TIME AND DATE

- A. Tentative - March 10, 2022- 8:15am

8. ADJOURNMENT

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

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.