

**SPECIAL SAFETY COMMITTEE  
PAYNESVILLE CITY HALL  
AUGUST 18, 2015  
4:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 3)
  - B. Meeting Schedule (page 4)
  - C. 2015 Safety Training Day – Monday, October 12, 2015
    - 1. Green Dot – Alice McColley is checking on this
    - 2. Alzheimer Training – 1 hour – Linda Musel
- IV. OLD BUSINESS
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
  - A. Turn Your Safety Committee Into a Super Committee (page 5)
- VII. ADJOURN

This agenda has been prepared to provide information regarding an upcoming meeting of the Safety Committee. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Safety Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Safety Committee

Committee/Council Meeting Date: August 18, 2015

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes of the October 20, 2014 Special Safety Committee meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to approve the minutes of the October 20, 2014 Special Safety Committee meeting.

**MINUTES  
SPECIAL SAFETY COMMITTEE**

**OCTOBER 20, 2014**

Chairperson Lee Schleper, Maintenance Worker called the meeting to order at 4:00 p.m. Other members present included Ron Mergen, Public Works Director; Alice McColley, Motor Vehicle Specialist; Bill Ludwig, Liquor Store Manager (4:03 p.m.); Paul Wegner, Police Chief (4:17 p.m.) and Jennifer Welling Administrative Assistant/Zoning Specialist. Renee Eckerly, City Administrator was absent.

**Motion was made by Welling to approve the minutes of the July 21, 2014 Special Safety Committee meeting. Seconded by Mergen and unanimously carried.**

**EMERGENCY ACTION PLAN**

The Plan has been approved by the Council and distributed electronically and by hard copy to each employee.

**FIRE DRILLS**

A fire drill will be held on Friday, October 24, 2014 at 8:02 a.m.

**CITY HALL SECURITY CAMERAS FOR IRATE MOTOR VEHICLE CUSTOMERS**

There was nothing new to report on this.

**2014 SAFETY TRAINING DAY**

The following items were mentioned:

- Continue to start training at 8:30 a.m.
- There was not enough food
- Green Dot was suggested for 2015 as the afternoon speaker – McColley will check on costs
- Infectious diseases was also suggested to be included in next year's training

**ADJOURNMENT**

**Motion was made by Ludwig to adjourn the meeting at 4:19 p.m. Seconded by Wegner and unanimously carried.**

There being no further business the meeting was adjourned at 4:19 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Safety Committee**

Committee/Council Meeting Date: August 18, 2015

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION: Election of Officers**

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

Current Officers:

Chair – Lee Schleper

Vice Chair – Alice McColley

Secretary – Bill Ludwig

**COMMITTEE/COUNCIL ACTION:**

A motion to elect \_\_\_\_\_ as Chair.

A motion to elect \_\_\_\_\_ as Vice-Chair.

A motion to elect \_\_\_\_\_ as Secretary.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Safety Committee

Committee/Council Meeting Date: August 18, 2015

Agenda Section: New Business

Originating Department:

Item Number: III - B

**ITEM DESCRIPTION:** Meeting Schedule

Prepared by: Staff

**COMMENTS:**

Each year every Committee sets their meeting schedule. Currently the Safety Committee meets the third Monday quarterly (January, April, July, and October) at 4:00 p.m.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to set the Safety Committee Meeting schedule for \_\_\_\_\_.

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BY RACHEL CARLSON

# TURN YOUR Safety Committee INTO A Super Committee!

**T**he goal of this article is to make city safety committees seem less daunting and more enjoyable. I realize that's a little like being the undertaker charged with putting the "fun" in "funeral."

The truth is that the safety committee is a part of your job as a city official that may not be the most fun item on your to-do list. I wish I could say I had some quick fixes. It's a little bit more complicated than bringing doughnuts and telling a few safety-related jokes. (Anybody got any good ones anyway?) But I went to a lot of safety committee meetings in my former life as a city parks department employee, and I learned a few ways to make them more vital and interesting. Some of the following suggestions will take some work, but I assure you, it will be worth it.

### Why are we here?

Safety committees have been a workplace requirement for so long that there may not be many "founding members" of your safety committee around anymore.

The people on the committee were likely appointed to an existing, long-standing committee. Some of these people might be there simply because their boss informed them that "It's your turn." The boss may have added under his or her breath, "And thank goodness it's not mine."

One way to recharge a committee is to spend some time talking about why we are here. If you ask the members of your committee, you may find some pretty routine answers: "We're here to listen to injury reports," or "We're here because OSHA [the Occupational Safety and Health Administration] requires us to be here." While these answers are perhaps technically true, they don't exactly inspire.

It might be time to remind the members of why you really are there. The conversation can be guided to:

- We're here because we don't want our co-workers to get hurt.

- We're here because we care about the impact a serious injury could have on our own lives.
- We're here because this is our opportunity to voice concerns about the safety of our workplace.
- We're here to be proactive and creative.

### Find meaningful tasks

Numerous sociological studies have correlated job satisfaction to a sense of purpose. Most people assume that money (and more money) is what creates high job satisfaction. However, studies show that more than high wages, employees value:

- High levels of engagement.
- Being inspired by their work.
- Feeling that their work has a greater purpose.

The day-to-day work of a safety committee doesn't often feel like it lends itself to higher levels of inspiration and purpose. In fact, some safety committee members report the opposite—that their meetings are depressing, and people come to the meetings prepared to simply gripe about what is wrong. As a result, engagement is low.

But safety committees can do important work—and should be steered in that direction. A rudderless, workless committee will often devolve into an arena for complaints. Here are some important work assignments that the safety committee can tackle:

- Creating and reviewing job hazard analyses (JHA) and standard operating procedures (SOPs) for safe operations.
  - Reviewing and investigating workplace injuries and near misses, and making suggestions for improvement.
  - Developing inspection routines and checklists.
- Creating a safety education program for the city.
- Performing inspections and keeping records.

What is a job hazard analysis? A JHA takes a larger task (such as changing a lawn mower blade) and breaks it down into specific steps. At each step along the way, safety procedures are dictated. For example, an employee may be advised to

Learn more about this topic at the 2015 Safety and Loss Control Workshops. Register at [www.lmc.org/safety15](http://www.lmc.org/safety15).

put on hearing protection before testing equipment. JHAs set expectations both for how a job will be performed to standard, and the safety measures the employee should take along the way.

### Go out into the field

A safety committee does not need to be confined to an office or spare board room. Safety committees can play an active role in performing workplace inspections. This is a great way to get the group interested and inspired.

Inspections get them out into the field, allow them to meet diverse co-workers, and increase their familiarity with the city's operations. Inspections are often difficult tasks for line employees to tackle. Getting the safety committee involved can be a great way to fulfill inspection requirements.

### Get the right people to participate

Minnesota OSHA requires that the city's safety committee represent a fair cross

section of the city's job classes. This means that public works, police and fire (if the city has these operations), and any enterprise activities (such as parks and recreation, and liquor stores) should participate as actively as possible.

The vitality of the committee is sapped when its view is too narrow. Make sure that everyone is attending and that problem-solving is occurring across all areas of the city.

In addition, the committee should have a good balance of management and line workers. This balance gives the committee the feeling that their concerns are being heard by all levels of the organization. This is also a Minnesota OSHA requirement.

### Organization helps too

Minnesota OSHA also has certain organizational requirements for safety committees. These include:

- Maintaining a roster of safety committee members.

**Inspections get safety committee members out into the field**, allow them to meet diverse co-workers, and increase their familiarity with the city's operations.

- Having chairs and co-chairs.
- Keeping minutes of meetings.

The agency also recommends that meetings be monthly or at least quarterly. While this level of organization does create more administrative work, it communicates to committee members the value and seriousness of their work.

### Does our city need a safety committee?

Cities with 25 or more employees (including the fire department) are required by Minnesota OSHA to have a safety committee. In addition, smaller cities whose accidents—lost work-day incident rates—put them in the top 25

*(continued on page 14)*

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percent of premium rates for all classes are also required to have a safety committee.

Even though it might not be required, all cities can benefit from a safety committee. When accidents occur, getting to the root cause of the accident can help the city plan prevention measures for the future. Even if your city is so small that it hasn't had very many accidents, near misses can be tracked and evaluated.

Sometimes a "near miss" or an "almost accident," is the best way to judge where a weakness in city operations exists. A near miss with the forklift, for example, might be a good indicator that employees should sign up for safe forklift operation training. There is no need to wait for someone to get hurt to be proactive.

Having another committee might seem like a waste of time, but a safety committee can definitely be worthwhile if approached in the right way. It's a great way to prevent losses and create a safe environment for your employees. And what's more important than that? By engaging your committee members in meaningful work and allowing them to connect with employees in the field, you can turn your safety committee into a super committee! 

Rachel Carlson is loss control manager with the League of Minnesota Cities Insurance Trust. Contact: rcarlson@lmc.org or (651) 281-1210.

# Safety Committee Resources



The League of Minnesota Cities Insurance Trust (LMCIT) has a variety of resources to help safety committees. First and foremost, your LMCIT field consultant is available to answer any questions that arise during the committee process. In addition, LMCIT members have free access to the LMCIT DVD Library, which offers videos on a multitude of safety topics. And members in cities with populations under 30,000 can join a Regional Safety Group. This program helps smaller cities establish a regular safety training schedule and conduct safety committee meetings to ensure your city meets OSHA requirements. Finally, LMCIT has two webinars on the topic of inspections. These recorded webinars are available for you to view at your convenience. Learn more at [www.lmc.org/safetyresources](http://www.lmc.org/safetyresources).

City Engineers Association of Minnesota

# PROJECT of the YEAR



Greenwood Street Corridor—Thief River Falls, Minnesota



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