

**SAFETY COMMITTEE
PAYNESVILLE CITY HALL
JULY 18, 2016
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. 2016 Safety Training Day - Monday, October 10, 2016
 - 1. SafeAssure
 - 2. First Aid/CPR
 - B. Summary of Work-Related Injuries & Illnesses
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- 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: July 18, 2016

Agenda Section: Consent

Originating Department:

Item Number: li - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the April 18, 2016 Safety Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the April 18, 2016 Safety Committee meeting.

**MINUTES
SAFETY COMMITTEE**

APRIL 18, 2016

Vice Chairperson Alice McColley called the meeting to order at 4:04 p.m. Other members present included Ron Mergen, Alice McColley, Renee Eckerly, Lee Schleper (4:07 p.m.) and Jennifer Welling. Bill Ludwig and Paul Wegner were absent.

Motion was made by Eckerly to approve the minutes of the August 18, 2015 Safety Committee meeting. Seconded by Mergen and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Welling to elect the following officers:

Chairperson: Lee Schleper

Vice-Chairperson: Alice McColley

Secretary: Bill Ludwig

Seconded by Eckerly and passed 3:1 (Welling, yes; Mergen, yes; Eckerly, yes; and McColley, no).

MEETING SCHEDULE

Motion was made by Welling to set the Safety Committee meetings for the 3rd Monday quarterly (January, April, July and October) at 4:00 p.m. Seconded by Mergen and unanimously carried.

2016 SAFETY TRAINING DAY

Motion was made by Welling to set the 2016 Safety Training Day for Monday, October 10, 2016, to close City Hall for training and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

Mergen will contact SafeAssure to confirm OSHA training. McColley will contact Ridgewater and Dave Schutz for CPR and First Aid training. Respectful Workplace Trainers will be looked at for 2017.

SUMMARY OF WORK RELATED INJURIES & ILLNESSES – WORK COMP

Work Comp was discussed. The City has been accident free since July 17, 2015. Posters will be ordered for such.

SAFETY SUGGESTIONS

Suggestions included emergency drills, height tapes, and description sheets.

NEXT MEETING

The next meeting agenda will include mock OSHA inspection, camera system, and bullet proof glass.

There being no further business, the meeting was adjourned at 4:37 p.m.