

**SAFETY BOARD
PAYNESVILLE CITY HALL
JULY 15, 2019
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Member Resignation (page 4)
 - B. Work Place Security Checklist (page 5)
- IV. OLD BUSINESS
 - A. Summary of Work-Related Injuries & illnesses (page 8)
 - B. Review Emergency Action Plan – Emailed to you on April 17, 2018, Please bring it with you to the meeting. – Tom was going to check with Renee on technology changes for accountability – CodeRED
 - C. On Line Safety Training – Ron will give an update
 - D. Public Works Department Safety Trainings – Ron will give an update
 - E. 2019 Safety Training Day
 - 1. Monday, October 14, 2019
 - 2. Morning Session – SafeAssure/OSHA
 - 3. Afternoon Session:
 - A. Hearing Tests – Need to confirm
 - B. Fire Extinguisher Training – Need to confirm
 - C. ALICE Training – Renee will give an update (page 9)
- V. OTHER SAFETY ISSUES/SUGGESTIONS
- VI. INFORMATIONAL
- VII. ADJOURN

Members: Ron Mergen, Renee Eckerly, VACANCY, Bill Ludwig, Lee Schleper, Tom Fread, and Paul Wegner.

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

BARRIER FREE: All Safety Board 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 that necessary arrangements can be made.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Safety Board

Committee/Council Meeting Date: July 15, 2019

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes of the January 28, 2019 Special Safety Board meeting.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

A motion to approve the minutes of the January 28, 2019 Special Safety Board meeting.

**MINUTES
SPECIAL SAFETY BOARD**

JANUARY 28, 2019

Chairperson Tom Fread called the meeting to order at 4:04 p.m. Other members present included Ron Mergen, Paul Wegner, Renee Eckerly, Jennifer Welling, and Bill Ludwig. Lee Schleper was absent.

Motion was made by Eckerly to approve the minutes of the November 19, 2018 Safety Committee meeting. Seconded by Wegner and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Eckerly to keep the officers the same as last year; Schleper - Chairperson, Fread - Vice Chairperson, and Ludwig - Secretary. Seconded by Wegner and unanimously carried.

MEETING SCHEDULE

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

2019 SAFETY BOARD GOALS

The Board set the following goals:

1. Eliminate work related injuries
2. Work safer and smarter
3. Educate

PUBLIC WORKS DEPARTMENT SAFETY TRAININGS

Training included; December 18, 2019 – defensive driving (plowing) and 3-point contact.

2019 SAFETY TRAINING DAY

The 2019 Safety Training Day will be held on Monday, October 14, 2019 (Columbus Day). The day was discussed.

- Clinic Health Fair 7:45 to 8:15 a.m. – Renee will check on hearing tests to be included in the health fair or in the afternoon
- SafeAssure - OSHA 8:15 a.m.
- Lunch
- Fire Extinguisher Training
- Review of Emergency Action Plan
- ALICE Training – Tom will work with Renee on this

Motion was made by Fread to close City Hall on Monday, October 14, 2019 (Columbus Day) for annual Safety Training Day and recommend such to the City Council. Seconded by Eckerly and unanimously carried.

SUMMARY OF WORK RELATED INJURIES & ILLNESSES

The Board discussed the recent fall during a climb due to not having 3-point contact. A ladder was then used to do the job.

EMERGENCY ACTION PLAN

Mergen will get together with all employees who were not at Safety Training Day to do their on-line training.

CodeRED was discussed to be used for accountability. The Plan will be discussed and revisions made at the next meeting as it will need to be ready for Safety Training Day. Members are to bring their plan and any changes with them to the meeting.

INFORMATIONAL

A LMC article on How Does Your City Conduct Required Safety Trainings was distributed.

The new 300 Log needs to be posted by February 1, 2019.

There being no further business the meeting was adjourned at 4:52 p.m.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Safety Board

Committee/Council Meeting Date: July 15, 2019

Agenda Section: New Business

Originating Department:

Item Number: III- A

ITEM DESCRIPTION: Member Resignation

Prepared by: Staff

COMMENTS:

Jennifer Welling, Administrative Assistant/Zoning Specialist has resigned from the Safety Board effective, July 1, 2019.

Replacement suggestions.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

Motion to approve the resignation of Jennifer Welling, Administrative Assistant/Zoning Specialist from the Safety Board and recommend such to the City Council.

Workplace Security Checklist

Facility: _____
Address/Work Location: _____
Assessment Done By: _____
Date of Assessment: _____

Security Control Plan

Has a Security Control Plan been developed? Yes ___ No ___
If yes, is it in writing? Yes ___ No ___
If yes, does it include:
A. A Policy Statement Yes ___ No ___
B. Evaluation of work areas Yes ___ No ___
C. Identification of control methods considered:
 1. Engineering Controls Yes ___ No ___
 2. Work Practice Controls Yes ___ No ___
D. Training Yes ___ No ___
E. Evacuation and Floor Plan Yes ___ No ___

Is the Security Control Plan accessible to all employees? Yes ___ No ___
Is the Security Control Plan reviewed and updated when a task
has been added or changed and at least annually? Yes ___ No ___
Have you coordinated your Security Control Plan with the
local law enforcement agency? Yes ___ No ___

A. Policy Statement

Is the policy statement clearly written and does it support zero tolerance?
Yes ___ No ___

B. Work Area Evaluation

Are all areas being evaluated? Yes ___ No ___
Comments:

C. Control Measures

1. Engineering Controls

If appropriate, have the following engineering controls been implemented:

A. Door Control(s) Yes ___ No ___
B. Panic buttons Yes ___ No ___
C. Door detectors Yes ___ No ___
E. Closed circuit Yes ___ No ___
F. Stationary metal detector Yes ___ No ___
G. Sound detection Yes ___ No ___
H. Intrusion panel Yes ___ No ___
I. Monitors Yes ___ No ___
J. Video tape recorder Yes ___ No ___
K. Switcher Yes ___ No ___

Workplace Security Checklist

L. Hand held metal detector Yes ___ No ___
 M. Other _____

Have structural modifications been implemented? (e.g. Plexiglass, partitions, etc.)
 Yes ___ No ___

If yes, comment

2. Work Practice Controls:

If appropriate, have the following work practice controls been implemented:

- A. Desk clear of objects Yes ___ No ___
- B. Unobstructed office exits Yes ___ No ___
- C. Bare cubicles available Yes ___ No ___
- D. Reception area available Yes ___ No ___
- E. Visitor/client sign in/out Yes ___ No ___
- F. Visitor(s)/client(s) escorted Yes ___ No ___
- G. Counter top to separate clients from work area Yes ___ No ___
- H. One entrance used Yes ___ No ___
- I. Separate interview area(s) Yes ___ No ___
- J. I. D. badges used Yes ___ No ___
- K. Emergency phone numbers posted Yes ___ No ___
- L. Internal phone system Yes ___ No ___
- M. If yes, indicate:
 - a. Does it use 120 VAC building lines Yes ___ No ___
 - b. Does it use phone lines Yes ___ No ___
- N. Internal procedures for conflict (problem) situations Yes ___ No ___
- O. Parking lot well lighted Yes ___ No ___
- P. Other

Are Security Guards used at this facility? Yes ___ No ___

If yes, how many _____

- A. At entrance(s) Yes ___ No ___
- B. Building patrol Yes ___ No ___
- C. Are they from a contracted security agency? Yes ___ No ___

If no, has consideration been given to the local law enforcement response capability? Yes ___ No ___

Comments: _____

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Workplace Security Checklist

D. Training

Has training been conducted? Yes ___ No ___

If yes, is it provided?

1. Prior to initial assignment Yes ___ No ___

2. Annually thereafter Yes ___ No ___

Does training include:

A. Components of security control plan Yes ___ No ___

B. Engineering controls instituted at the workplace Yes ___ No ___

C. Work practice controls instituted at the workplace Yes ___ No ___

D. Techniques to use in potentially volatile situations Yes ___ No ___

E. How to anticipate/read behavior Yes ___ No ___

F. Procedures to follow after an incident Yes ___ No ___

G. Periodic refresher for on site procedures Yes ___ No ___

H. Recognizing abuse/paraphernalia Yes ___ No ___

I. Opportunity for Q&A with instructor Yes ___ No ___

Are training records kept? Yes ___ No ___

E. Floor Plan, Evacuation Plan

Are evacuation plans current? Yes ___ No ___

Are floor plans posted showing exits, entrances,
location of security equipment, etc? Yes ___ No ___

F. Conclusions:

Do employees feel safe? Yes ___ No ___

Comments:

Comments and Recommendations based on this evaluation:

2018 & 2019 Summary of Work Comp Injuries (Open Status)

Date	Where Event Occurred	Discription of Injury	Doctor Care	Cause	Preventative Measure
08/21/2018	Irrigation site	Slipped-scratched left leg	No	Checking system for alighment fault	
10/30/2018	Training location	Fall head trauma-stitches	Yes	Fell during training exercise	
10/31/2018	City Hall	Right knee sprain	Yes	Tripped on scanner cord.	
12/28/2018	Public Works Shop	Fall & scraped elbow, both legs & sore shoulder	No	Fell while fixing tractor wiper	
02/11/2019	Animal Shelter	Bites and scratches	No	Placing cat in kennel	
03/12/2019	Salt/Sand Bin	Fall on lower right side back and leg	Yes	Slip and fall	
04/03/2019	Training location	Sprain to right knee	Yes	Fell during training exercise	

A

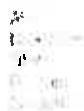
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Organizational Certificate

A Blended Learning Approach - ALICE Training for Organizations

The most comprehensive training program we offer.

Your employees start online and finish in the classroom. Blended Learning is that perfect combination that includes in-person drills to reinforce the e-Learning solution. Upon completion, each employee will receive a digital organizational certificate. Your Organization will receive certification upon completion of (i) all employee training, (ii) adoption of ALICE Training active shooter policy, and (iii) annual active shooter drill(s).

Approximate training time is between 45-60 minutes for the online component. Onsite, instructor led training, is based on the size of the organization.

Ideal for:

- Police / LE
- K-12 Schools
- Healthcare
- Higher Education
- Businesses
- Government
- Houses of Worship

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**ALICE Instructor
Certificate**

ALICE Instructor Training – 2 Day Certification Training Course

A two day instructor led class to educate and train participants on our researched-based, proactive response to violent intruder events. Approximate training time is two consecutive days between 8:00 AM to 4:00 PM each day. Successful completion of this training course allows each individual to be eligible to receive a digital ALICE Instructor Certificate. The final step of the certification process is to complete our e-learning course and quizzes with 100% accuracy. Certification is valid for two years and may be renewed online through re-certification training.

Ideal for:

- All organizations and communities

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Citizen Certificate

e-Learning – ALICE Training for Individual's

An e-Learning solution that is delivered online via our web based portal. Successful completion of this interactive training course allows each individual to receive a digital individual certificate. Certification is valid for one year and may be renewed online with re-certification training. Approximate training time is between 45-60 minutes.

Ideal for:

- Individuals
- Families, Parents
- Small Organizations that do not require Onsite Training

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CONTACT INFO

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