

**SAFETY BOARD  
PAYNESVILLE CITY HALL  
OCTOBER 21, 2019  
4:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. Summary of Work-Related Injuries & Illnesses
  - B. Online Safety Training – Ron will give an update
  - C. 2019-2020 Public Works Department Safety Trainings – Ron will give an update/schedule
  - D. 2019 Safety Training Day Review (page 1)
  - E. Work Place Security Checklist
- 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.

## Jennifer Welling

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**From:** Renee Eckerly  
**Sent:** Monday, October 14, 2019 7:53 PM  
**To:** Andrie, Dudonne  
**Cc:** Jennifer Welling; Ron Mergen  
**Subject:** RE: City of Paynesville Employee Health Fair

Dudonne

The Safety Committee has a meeting to review the safety day program on October 21<sup>st</sup>. I will have it added to the agenda to discuss and will get back to you.

Thank you

Renee Eckerly  
City Administrator – Economic Development Director  
221 Washburne Avenue  
Paynesville MN 56362  
(320) 243-3714 ext. 227

**Proud Member of MCFOA**

**From:** Andrie, Dudonne [mailto:Dudonne.Andrie@centracare.com]  
**Sent:** Monday, October 14, 2019 9:58 AM  
**To:** Renee Eckerly <Renee@paynesvillemn.com>  
**Subject:** City of Paynesville Employee Health Fair

Hi, Renee;

Just thinking about the declining attendance at your employee health screening event. We used to attract 12-14 employees. Today we had 6.

Is there anything else we can do to make this better? Or, is this something that can be discussed with the employees or council to see if they want to continue?

Thank you!  
**DuDonne Andrie** | Communications & Marketing Specialist  
P: 320-243-7903, ext. 42276  
[CentraCare.com](http://CentraCare.com)

**CentraCare - Paynesville**  
200 West First Street  
Paynesville, MN 56362

 CentraCare™

# SafeAssure

## ~Employee Safety Training Notice~

### PAYNESVILLE

#### **DATE:**

Monday, October 14, 2019

#### **TIME/TOPIC:**

#### **SAFETY DAY SCHEDULE**

##### **7:45 am-8:15 am**

- Employee Health & Wellness Screening
  - Location: Paynesville Hospital Nehring Room (Enter door #19 near ER)
  - Please bring with the attached forms and health insurance card
  - Some test require **FASTING** for 10 -12 hours

##### **8:30 am-11:30 am**

- AWAIR
- Employee Right to Know
- Bloodborne Pathogens
- Occupational Diseases
- Emergency Action Plan
- Fire Extinguishers (Hands On-Extinguish A Fire)
- Traffic Safety

##### **11:30 am-12:15 pm**

Lunch

##### **12:15pm-2:00pm**

- Proper Lifting (Hands On)
- Office/Workstation Ergonomics (Hands On-Demo)
- Office Safety
- Walking/Working Surfaces/Slips/Falls
- Meth Lab Awareness

#### **LOCATION:**

Fire Department, 417 Washburne Avenue

**REQUIRED ATTENDEES: ALL PAYNESVILLE EMPLOYEES**

**Thanks and Work Safely!**  
**SafeAssure Consultants, Inc.**

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**Monday October 14, 2019 \* 7:45 – 8:15 a.m.**

**Employee Health Screening Location:**  
**Paynesville Hospital Nehring Room** (Enter door #19 near ER)  
**(Please come directly to hospital and enter door #19 for lab tests)**

The City of Paynesville will pay up to \$50 per employee for Hemoglobin, Glucose and Lipid Profile testing.

*(Please note: The current cost of all three tests equals \$55, of which the City of Paynesville is funding \$50. Please bring \$5 cash if you are ordering all three tests)*

**Flu vaccine or tetanus shots  
will be billed to your  
insurance.**

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The results of the lab tests will be mailed directly to you. Please take test results to your health provider for review.



We will offer the following lab tests for City of Paynesville employees from 7:45 – 8:15 am:

- Hemoglobin
- Glucose (blood sugar)
- Lipid profile (cholesterol, triglycerides, HDL, LDL)

See the back of this flyer for more information and test explanation.

**\*If you are planning for a glucose or lipid test: Please fast (no food) for 10 – 12 hours before the tests. You may have water in the morning, but no other food or drink until after the tests.**



**PLEASE BRING THIS FORM TO TESTING SITE**  
*Patient Information: (please print clearly)*

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SEX: M\_\_ F\_\_ PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Number of hours fasting: \_\_\_\_\_

Tests being offer - please check your selection(s):

Price:

<b>Hemoglobin</b>	85018	\$ 10.00	_____
<b>Glucose</b> (blood sugar)	82962	\$ 10.00	_____
<b>Lipid profile</b> (Cholesterol, Triglycerides, HDL, LDL)	80061	\$ 35.00	_____

**City billing total** (equal up to \$50) \_\_\_\_\_

Employee responsibility paid in cash (if tests equal over \$50) \_\_\_\_\_

Vaccinations submitted to your insurance - please check your selection:

**Tetanus** 90471 & 90715

Tetanus vaccination only covered by insurance once every ten years. If it has not been 10 years since your last tetanus, city employee will be responsible. **Please provide your insurance information.**

**Influenza Vaccine** 90471 & 90686

Flu vaccine will be available. Separate patient registration form for insurance coverage will be at health testing site. **Please provide your insurance information.**

**CONSENT AND RELEASE FOR HEALTH SCREENING**

I hereby consent to the drawing of blood sample(s) for the purpose of laboratory testing or injection for the purpose of vaccination. I hereby release CentraCare Health - Paynesville and any other organization, their affiliates, directors, officers, employees, successors, from any and all liability arising from or in any way connected with these tests and/or vaccinations. In consideration of having these tests, I will keep in mind:

1. The data derived from these tests is to be considered preliminary or screening only.
2. The responsibility for initiating follow-up examination to confirm the results of these tests and obtain professional medical assistance is mine alone.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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CentraCare Health- Paynesville's laboratory is pleased to offer lab tests for your employee health event. The following test descriptions are given as a general aid for you to determine which tests you would like. The symptoms, causes or conditions of abnormal results may not be complete but are offered as a guideline.

Health care screening is not a substitute for regular medical care by your physician. If you have questions or concerns about your results, please schedule an appointment with your regular health care provider.

If you choose to have blood testing performed, the blood will be collected by a phlebotomist who will perform venipuncture in your arm to obtain a blood sample. The specimen will be transported to the main CentraCare Health - Paynesville Lab for testing and results will be mailed to you. **The laboratory does not send a copy of your results to your health care provider. A 10 – 12 hour fast is required to accurately test for the lipid panel and fasting glucose.** (Only water maybe taken during this time period – no coffee, tea, soda or food.) Medications may be taken if needed.

**Hemoglobin** is a molecule found in red blood cells that transports oxygen. Low hemoglobin levels indicate anemia. There are many causes of anemia, including abnormal bleeding, iron deficiency, deficiency of other vitamins, chronic diseases, abnormal destruction of red blood cells, abnormal storage and absorption diseases, and abnormalities of the bone marrow among others. If you have anemia, you need to be evaluated by your regular physician in order to determine the cause and treatment of the anemia. Elevated hemoglobin may be caused by bone marrow diseases, chronic lung disease, heart disease, certain cancers or benign tumors, diseases of the kidneys or dehydration. Your regular health care provider should also evaluate elevated hemoglobin levels.

**Glucose** is the most important sugar in the blood. It provides energy to the body. Normally, the body keeps blood glucose levels between 70 – 110 mg/dl. This range varies slightly depending upon methodology used for testing. A blood glucose level taken without eating (fasting blood glucose) is the best test for overall glucose abnormalities. The most common cause of high glucose is diabetes mellitus. Other causes of a high glucose level include problems of the adrenal glands, thyroid gland, pituitary gland, and certain tumors or severe stress. Abnormally low glucose levels may be seen with problems of the adrenal glands, pituitary gland, certain tumors, severe liver disease, and certain drug reactions. If you have an abnormality of your glucose level, your regular health care provider should evaluate you.

**Lipid profile** measures cholesterol (see the cholesterol description) and the following components:

- **Triglycerides** are basically carbohydrates that have not been used by the body for energy and are being stored as fat. An elevated triglyceride level may be a risk factor for heart disease. Triglyceride levels should only be measured after fasting for at least 12 hours. High triglyceride levels may be associated with a fatty diet, diets high in carbohydrate intake, diabetes, use of alcohol, taking birth control pills, or with thyroid gland problems.
- **HDL** cholesterol helps protect against heart attack and is usually thought of as "good cholesterol". Therefore, you want your HDL cholesterol to be within normal limits rather than below normal limits. Decreased HDL may accompany cigarette smoking, obesity, lack of exercise, elevated triglycerides and some medications.
- **LDL** cholesterol is usually thought of as "bad cholesterol". Elevated LDL levels have been associated with increased risk of heart attack and heart disease. Increased LDL measurements may be related to diet, diabetes or inherited. Eating a healthy diet and exercising may lower LDL. Some persons will require medication prescribed by a physician to lower their LDL levels.