

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
HELD AT FIRE STATION #2  
MINUTES OF WEDNESDAY, APRIL 17, 2013**

The Safety Committee meeting began at 2:00 p.m.

Members present: T. John Cunningham, Safety Coordinator; Jennifer Johnson, Administration; Butch Pelarski, Building Maintenance; Bob Kluntz, Police; Vickie Berg, Liquor Stores; Jeff Smith, Fire and Building Safety; Mike Thiry, Utilities; Joe Pipenhagen, Streets; Josh Baas, Parks; Dale Eckert, WWTP; Lauren Wipper, Human Resources

Members absent: Paula Schwichtenberg, Fire Department; Laura Estby, Ice Arena; Steve Benoit, Recreation; Pete Nielsen, Water Department

**1. Approve March 20, 2013, Safety Committee Minutes**

Approved.

**2. Anoka Tech Update**

**3. Safety Training**

Chief Cunningham stated he met with Suzanne Fischer and Troy Adams to discuss an overall review of their departments safety needs. The following plan was determined:

- 1) Beginning in mid-May, each job description would undergo a thorough review by the department director and human resources, creating a job safety analysis for each position. This analysis would outline the hazards, risks, and exposures of the position and determine the required training. This intense process will ultimately result in a clearer picture of the city's training needs.
- 2) All safety policies will be reviewed to ensure the policy is offering the best course of action and cover all employee safety needs. Software such as DMS will offer an easy way to record, report, chart, and analyze data concerning occupational health and workplace environmental safety hazards. Such a program would then generate training needs for each employee.
- 3) City-wide training for the remainder of 2013 needs to be determined. No agreements will be entered into with a third-party vendor until our training needs are determined.
- 4) As a result of determining our training needs, the safety committee will then determine its focus and purpose.

**4. Accident Reviews**

Accident #1

“Employee was patching potholes, shoveling blacktop filling, moving (walking) back and forth from patch trailer to various potholes. Employee felt sharp pain across lower back and legs.”

The Safety Committee discussed the accident. It was suggested to consider wearing a back brace or belt when doing repetitive movements. It was also suggested that warm up exercises and stretches could help with body strains.

Accident #2

“Reading electric meters and slipped on ice – hit head. Went to clinic and had to have staples.”

The Safety Committee discussed the accident. It was determined that the location of the electric meter was located near a part of the building that wasn’t salted or sanded as it didn’t have a walking surface nearby. The employee had purchased boots with studs on them to assist with traction.

Accident #3

“Pulled muscle in lower to mid right side of back. Tree trimming.”

The Safety Committee discussed the accident and had no further recommendations.

**5. Department Concerns/Updates**

**Streets**

Mr. Pipenhagen asked for clarification on the spacing requirement for fire extinguishers. Mr. Smith stated he will review this information and get back to him.

Mr. Baas noted the need for completion of signs and extinguishers in the older portion of the public works maintenance facility. Chief Cunningham stated this will need to be reviewed as the building is completed.

**WWTP**

No concerns.

**Parks Department**

No concerns.

**Building Maintenance**

No concerns. Mr. Pelarski provided an update on the front desk ergonomic changes. He also stated he found a company that will shear off sidewalks and he will be scheduling them to assist the city in fixing several city building sidewalks needing repair.

**Utilities**

No concerns.

**Administration**

No concerns.

**Liquor Stores**

No concerns.

**FABS**

No concerns.

**7. Old Business**

There was no old business.

**8. New Business**

Ms. Wipper asked if the addition of Jeff Smith as representative for Fire and Building Safety (FABS) would sufficiently cover representation for the entire Community Operations and Development department.

Chief Cunningham stated he would look into this.

Ms. Wipper suggested training for seasonal recreation employees be coordinated to include several newly hired employees.

Chief Cunningham noted the printing of identification badges for city staff would soon be completed.

**9. Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:50 p.m.

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Jennifer Johnson  
Recording Secretary