

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, DECEMBER 17, 2014**

The Safety Committee meeting was called to order at 2:03 p.m.

Members present: T. John Cunningham, Safety Coordinator; Kris Paulseth, Parks; Amy Humphrey, Police; Steve Benoit, Recreation; Katie Haase, Fire; Mike Thiry, Utilities (electric); Jennifer Johnson, Administration; Tony Siebert, Arena; Gary Lore, Building Maintenance; Lauren Wipper, Human Resources; Vickie Berg, Liquor Stores; Joe Pipenhagen, Streets

Members absent: Dale Eckert, WWTP; Jeff Smith, Fire and Building Safety; Eric Volk, Utilities (water)

1. **Approve the Agenda for 12/17/2014**

Agenda was approved.

2. **Approve the 11/19/2014 Safety Committee Minutes**

Minutes were approved.

3. **Accident Review**

August 28, 2014: “Employee was helping another attach core puller onto tractor. One of the 3 point arms wasn’t fitting and it came out and hit employee in the mouth and nose. Employee’s tooth is turning black and has been told the root was damaged.”

The action taken listed on the accident review summary form was “Suggested to be more cautious and ask for more help if needed. Have a 3rd person available if needed but sometimes if there are too many people helping they just get in the way of each other.” Kris Paulseth mentioned this attachment has always been a hassle. They haven’t been able to figure out a perfect system for easy attachment. Katie Haase asked Kris Paulseth if there was any solution to this problem and Mr. Paulseth answered to try and not use as much force and re-align or re-adjust the attachment.

December 9, 2014: “Employee was walking to car. Slipped on ice hitting head and injuring back and hip. Received mild concussion and pain.”

It was noted on the accident review summary form that the action taken was spreading ice melt and the Streets Department had been called to spread salt and sand. The Committee had no further suggestions other than to be careful and cautious when walking on slippery surfaces.

4. **Department Concerns/Updates**

Administration (Jennifer Johnson) – No concerns. Chief Cunningham asked if an ice scraper had been put in the administration fleet vehicle, since the last meeting. Jennifer Johnson did not think one had been provided yet.

Street Division (Joe Pipenhagen) – none

Parks Division (Kris Paulseth) – none

Waste Water Treatment (Dale Eckert) –

Economic Development –

ERMU – Electrical Department (Mike Thiry) – none

ERMU – Water Department (Eric Volk) –

Fire (Chief John Cunningham & Katie Haase) – none

Building Maintenance (Gary Lore) – none

Human Resources (Lauren Wipper) – none

Liquor Stores (Vickie Carlson) – Vickie Carlson had one concern that Dave Potvin wanted her to address, which is why the Liquor Store employees have to take the Blood Borne Pathogens, AWAIR, and Right to Know training when they have already done so in the past. Chief Cunningham responded saying it is an annual OSHA requirement. Vickie Carlson then commented that if it was something that was required than Dave Potvin was wondering if there is a shorter route of completing the training instead of having the training be three hours and in the month of December. Chief Cunningham mentioned that in the past they would split up the training and do an hour for each course throughout the year. Chief Cunningham said we could look at that option again; however, he thought it was nice to get all of the training done in one sitting, especially for tracking purposes. Vickie Carlson then commented that Mr. Potvin was wondering if it could be done in a different month besides December. It was mentioned that it seems no matter what month the training is held in there is always one department that would prefer it to be held in a different month. Chief Cunningham is hoping that once Human Resources is able to hire on a Human Resources Technician that we can look into online training options, but we need to be able to have a way to account for all employees. The trouble with online training is being able to ensure everyone has access to a computer for the training plus that they have the time and tools to be able to take the courses online.

Chief Cunningham mentioned that from a scheduling standpoint they are going to offer one more class during the nighttime for the Fire Department. Gary Lore asked if he could be notified when that training would be offered.

Police (Amy Humphrey) – none

Recreation Division (Steve Benoit) – none

Ice Arena (Tony Seibert) – none

Fire & Building Safety (Jeff Smith) –

4. **Training**

- a. Chief Cunningham asked for feedback on the Blood Borne Pathogens, AWAIR, Right to Know training. Kris Paulseth said that overall the Parks Department enjoyed this year's instructor better than last years. Gary Lore commented that bingo was a great tool to help you remember the information.
- b. Chief Cunningham is still working on getting driving school scheduled and plans to do so within the next month and a half. Lauren Wipper asked if the Streets Department just attended a driving

class. Chief Cunningham replied that they attended simulator training. Lauren Wipper asked if the simulator training was the same as the driving school in St. Cloud. Joe Pipenhagen commented that the training is not as good as the training at the St. Cloud school.

5. **Old Business**

- a. Chief Cunningham brought up that he gave the Blood Borne Pathogens/AWAIR/Right to Know instructor handouts to distribute at the training regarding the MSDS software. Chief Cunningham mentioned he will be working with RaeAnn Gardner to make up some stickers for phones for accessing the online system. It was also discussed to have IT put icons on computer terminals to access the MSDS online system. Chief Cunningham said he would like to go over how the system is working with all of the administrators. Katie Haase commented that there were some concerns with the MSDS system brought up at the afternoon training session for Blood Borne Pathogens/AWAIR/Right to Know on Tuesday, December 16th. The concerns included whether the binders should be kept and maintained, but then have the online system as an additional tool if they do not have access to computer terminals. Both Katie Haase and Lauren Wipper stated that they feel several employees are not aware of the new online MSDS software. Chief Cunningham said he will mention at the Department Head meeting the idea of scheduling a training program for employees to introduce them to the MSDS software, if that has yet to be done. Gary Lore commented on how much easier the online system is for finding the MSDS form for a product rather than trying to locate the information in a binder. Katie Haase asked if we receive notifications from the MSDS software when a product's safety information has been updated from an MSDS to and SDS form. Chief Cunningham mentioned that as the product sheets transition from MSDS to SDS the company automatically updates the information for us. Chief Cunningham commented that the binders will eventually be archived. This way there will not be any confusion as to what resource to use for the most recent MSDS/SDS information. The Department Heads have access to the site in order to maintain the product list. Chief Cunningham also mentioned the fax back feature, whereby the MSDS/SDS document can be sent to a fax machine. Lauren Wipper asked if we have mobile access to the MSDS online system. Chief Cunningham responded that as long as you can get to a web browser you can access the system. Chief Cunningham suggested offering a train the trainer session for the Safety Committee on the MSDS website at the next Safety Committee Meeting.
- b. Chief Cunningham mentioned that he had received some emails from Rodney Schreifels stating that they were able to get a designation for the mezzanine, so the signage issue should be resolved.
- c. Chief Cunningham brought up that Katie Haase, Lauren Wipper and himself had discussed documenting the comments made at the Safety Committee meetings on the Accident Review Summary forms in the Recommendation section. Chief Cunningham suggested that Katie Haase add the comments with the date of the meeting to the recommendation section after each meeting. Katie Haase stated that Lauren Wipper has been sending her the Word document of the Accident Review Summary Form, which she now has been saving in a file folder that she will add the comments to and then they can be accessed by the Committee. Chief Cunningham asked Lauren Wipper if there is an identifier number on each incident for cross referencing purposes. Lauren Wipper said she does not use an identifier number on all of the Accident Review Summary forms. Katie Haase commented that she saves the forms as Accident Review Summary Form with the date of the incident and the department.
- d. Chief Cunningham mentioned that the Fleet Committee hasn't met yet, but he will ask at the next meeting who is responsible for the administration fleet vehicles.

7. **New Business**

- a. Chief Cunningham commented that he is trying to find a template for the facility checklists to use to update them.

- b. Chief Cunningham also stated that it has been discussed to add AED's to the facility checklists. He mentioned that the AED's are an item that will need to be addressed, as they will have to be replaced after another five years. Joe Pipenhagen asked what they would be replaced with and Chief Cunningham responded that it has yet to be determined. It was noted by Chief Cunningham to make sure you are checking the AED's to ensure the pads or batteries are not expired.

8. **Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:46 p.m.

Katie Haase
Recording Secretary