

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
HELD AT FIRE STATION #2  
MINUTES OF WEDNESDAY, December 18th, 2013**

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

Members present: Jennifer Johnson, Administration; Bob Kluntz, Police; Amy Humphrey, Police; Vickie Berg, Liquor Stores; Lauren Wipper, Human Resources; Katie Haase, Fire Department; Mike Thiry, Utilities; Eric Volk, Water Department; Gary Lore, Building Maintenance; Laura Estby, Ice Arena; Josh Baas, Parks

Members absent: T. John Cunningham, Safety Coordinator; Steve Benoit, Recreation; Jeff Smith, FABS; Dale Eckert, WWTP; Joe Pipenhagen, Streets

**1. Approve the November 20th, 2013, Safety Committee Minutes**

Minutes were approved.

**2. Anoka Tech Update**

Nothing noted.

**4. Safety Training**

Katie Haase mentioned that she received a flash drive from Bob Pearson that contains a video of the AWAIR/Right to Know/Blood Borne Pathogens training. She has provided the flash drive to Chief Cunningham, but commented that it could be used by new employees who need the training by allowing them to watch it on a computer. Lauren Wipper mentioned that there were some employees who missed the training, so they would be able to make up the training this way. Vickie Berg asked if the Liquor Stores part-time employees needed to take the training and Laura Estby also questioned if the seasonal employees at the Ice Arena are required to take the training. Lauren Wipper responded that everyone is supposed to have the training.

Gary Lore stated that in the spring time there should be a reminder to have seasonal and part-time staff partake in the training. Lauren Wipper commented that in the spring Recreation holds their AWAIR/Right to Know/Blood Borne Pathogens training, which any new City staff can attend. Gary Lore mentioned that he was not made aware of the training being held by the Recreation Department last year for his part-time summer staff. Lauren Wipper noted that there hasn't been the best communication of when these trainings are being held.

Gary Lore questioned if a copy of a training record from another employer could be used to count towards our training requirement, since his summer part-time employee receives the same training through her other employer. Lauren Wipper stated that she believes we can use a copy of someone's training certificate from another employer to count for our training records.

Laura Estby mentioned that during the Ice Arena's annual meeting for new staff they distribute flyers for blood borne pathogens and Right to Know, so she is unsure how extensive the training needs to be to meet the City's requirements. Lauren Wipper commented that that would be a question for Chief Cunningham.

Katie Haase suggested that if anyone needs the flash drive to train employees to let her know and she can get the flash drive from Chief Cunningham and sign it out accordingly.

Katie Haase also briefly touched on a recent meeting held with John Cunningham, Gary Lore, Rodney Schreifels, and Jackie Riebel on the City's new MSDS online system. In the meeting, Gary Lore demonstrated to us how to access the online program and enter/add MSDS sheets. Katie Haase commented that she believes IT still needs to install the programs for all of staff to have access to on their computers.

5. **Accident Reviews**

**November 26<sup>th</sup>, 2013:** "Employee was grinding branches and brush with tree chipper along with other employees. Employee was at chipper putting in brush and a second employee set limbs on tray. Limb was twisted and hit employee's hand against machine wall."

The recommendation noted by the Safety Committee was similar to the action taken listed on the Accident Review Summary Form, which was to keep apart from other employees when you are at the chipper and to encourage one person at the chipper at a time. Gary Lore said that the chipper will twist and turn the branches while chopping them up, so you are supposed to stand off to the side and let the chipper do the work for you.

**December 3<sup>rd</sup>, 2013:** "Employee was walking into work and slipped on ice on handicap ramp. Injured left knee."

Katie Haase mentioned that at our last meeting we had discussed that with icy conditions we need to be careful and if there is an area of concern to notify Building Maintenance. No further recommendations.

**December 4<sup>th</sup>, 2013:** "Employee was on patrol during a weather event and stopped to aid a motorist who was in the ditch. The employee was pushing on the hood and front fender of the car in an attempt to free the vehicle when the employee injured arm. Left distal bicep tendon rupture."

Captain Kluntz provided more information on the incident. He commented that the road conditions were poor that day, so the community officers were sent out to be highway helpers. Captain Kluntz stated that it sounded like this particular vehicle had slipped just a little bit into the ditch and so the officer thought if he/she could give it a push they might be able to release the vehicle and get it cleared. Captain Kluntz believes it had been a normal exertion; nevertheless, the employee's tendon ended up rupturing. He noted that the only way to avoid this type of injury is to not offer this type of assistance to motorists; however, these are some of the services that the community service officers provide. No further recommendations were noted.

6. **Department Concerns/Updates**

**Fire Department**

No concerns.

**Ice Arena**

No concerns.

**Police Department**

No concerns.

**Parks Department**

No concerns.

### **Water Department**

No concerns.

### **Utilities**

No concerns.

### **Administration**

No concerns.

### **Human Resources**

No concerns.

### **Liquor Stores**

No concerns.

### **Building Maintenance**

No concerns.

## **7. Old Business**

Katie Haase mentioned to the Safety Committee that after talking to Chief Cunningham he thinks the task of reviewing and evaluating the City's safety policies will be a project for 2014. Katie Haase mentioned that she tried to locate the City's safety policies by searching for them on the computer; however, she was unable to find anything. She mentioned that Chief Cunningham believed the safety policies would be located in binders throughout the City offices.

Jennifer Johnson asked Katie Haase if she knew how many safety policies we have. Katie Haase responded that that is what she was trying to determine by searching the computer system, but couldn't come up with anything. Lauren Wipper believes the overall policies might be located with the safety articles at City Hall. Lauren Wipper thinks she might be able to find the safety manual, but the blood borne pathogen, haz com, lock out, tag out, AWAIR and anything else in written form she is unsure where it would be located. She mentioned that Lori Ziemer might be a good reference in regards to location of these policies.

One question Lauren Wipper had regarding the policies is if Utilities has different AWAIR, right to know, blood borne pathogens policies than the City. Mike Thiry responded that there are differences throughout different departments, but they are all based on the basic policy. Gary Lore mentioned that you have procedures and then you have policies. Eric Volk stated that the policy isn't all-encompassing, since different departments do have their own procedures. Mike Thiry stated that they want you to format the policy for your work area. Lauren Wipper asked then if Utilities and the City share the same overall policy. The Utilities Department noted that the policies are not the same. Eric Volk stated that they have a representative from MMUA that does their policies. Lauren Wipper is wondering because we are one committee if it will matter if we have two different policies, since the City and Utilities are two different employers.

Katie Haase questioned if Chief Cunningham would like to update both the City's and Utilities' policies. Lauren Wipper stated that the Safety Committee oversees both employers, so we would evaluate both policies. Eric Volk; however, did mention that Utilities has their own consultant that comes in to review and evaluate their policies.

Jennifer Johnson asked Katie Haase if Chief Cunningham had a suggestion in regards to when in 2014 that he would like to start reviewing the safety policies. Katie Haase was unsure, but mentioned she believes it would be a good idea to set a date.

Gary Lore asked a question in regards to the Safety Committee's role in making policies. Gary Lore mentioned that in the past it was stated that it is the responsibility of the department heads and city administrator to make the policies. Gary Lore thought that we as a Safety Committee can review the policies and make recommendations, but ultimately the Committee cannot create/write the policies. Eric Volk also inquired if the City has ever had a safety advisor. Lauren Wipper responded that we have in the past. Captain Kluntz asked if the Utilities safety advisor was someone they would recommend, since that may be a route the Committee would want to explore. Lauren Wipper commented that the City did look into using a representative, but that it was an expensive option. Eric Volk agreed but he believes it is money well spent, since OSHA fines can run \$40,000 to \$100,000. Mike Thiry commented that the biggest thing OSHA will fine you on is the paperwork and the policies and procedures.

Lauren Wipper mentioned that she believes it would be a good idea to start discussing the safety policies and procedures from the very beginning of 2014, as well as the responsibilities of the Safety Committee.

Katie Haase mentioned if there are safety policies over at City Hall she could start by pulling those for Chief Cunningham and then we can go from there to decide the process for evaluating them. Gary Lore noted that he has a Lock Out, Tag Out binder in his workshop that he believes Bruce West's name appeared on, so we might be able to refer to him in regards to the whereabouts of the City's safety policies. Jennifer Johnson commented that if Katie Haase were to search the file cabinets over at City Hall for the policies she and Jessica Miller would be able to help. Lauren Wipper stated that we might be able to find on those copies file locations.

Katie Haase asked if we had gotten any further with Captain Kluntz's comments from the last meeting in regards to Chief Rolfe's question if we can have one clinic we work with for offering hepatitis B shots and also general care. Lauren Wipper responded that no further action has been taken at this time in finding a local clinic that we could send employees to for hepatitis B shots. Also, she commented that in regards to having one standardized clinic to send employees to for testing and care that it is probably not an option we can offer.

**8. New Business**

Eric Volk disclosed that the Water Department got an OSHA grant approved for a Hydrant Buddy that can be used to open and close fire hydrants. OSHA paid for half of the \$4,500 piece of equipment. Mr. Volk commented that they are going to apply in the new year for a grant to try and acquire a crane. Eric Volk did advise if you do apply for an OSHA grant you have to get the grant approved prior to buying the equipment. OSHA will not reimburse you if you buy the equipment before getting the grant approved.

**9. Adjournment**

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:43 p.m.

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Katie Haase  
Recording Secretary