

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, FEBRUARY 17, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Nick Flaherty, WWTP; Steve Benoit, Recreation; Amy Humphrey, Police; Dave Dummer, Police; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Bob Ruprecht, Fire and Building Safety; Brandon Wisner, Engineering; Tony Seibert, Arena.

Members absent: Mike O'neill, Utilities (Water); Mike Thiry, Utilities (Electric); Tanner Anderson, Streets; Tim Sevcik, Parks; Jake Larsen, Liquor Stores.

1. Call meeting to order

The Safety Committee was called to order at 1:30 p.m.

2. Consider Agenda

Motion to approve agenda was made by Bob Ruprecht and seconded by Andy Bentzen. Motion carried.

3. Approve the Safety Committee Minutes for January 20, 2016

Motion to approve the minutes for the January 20, 2016, meeting was made by Katie Haase and seconded by Tony Seibert. Motion carried.

4. Accident Review

4.1 Parks & Recreation (01/22/16)

“Crew took down large stem of multi-stemmed tree. Stem became hung up in remaining portion of the tree with base in contact with ground. Crew attached chain to tree and skid loader to pull base of tree free from being hung up. After connecting tree to skid loader, crew moved what was believed to be a safe distance from the intended direction of impact. Tree released and fell in unintended direction toward staff member striking him in head and leg.”

Andy Bentzen advised the committee that the crew had already met to discuss the incident. He indicated that the proper actions were taken to prevent any similar incidents in the future. He did add that it would be a good idea to have a “tailgate talk” prior to projects like this in order to discuss what could possibly go wrong. The committee agreed that this would be a good idea.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

None

5.2 Street Division

Absent

5.3 Parks Division (Andy Bentzen)

Andy Bentzen advised that he was told to bring up the issue with the stop light coming to their shop. He added that there are several “near misses” on a daily basis due to traffic in the area trying to make it through the light. He indicated that this issue has been brought to the committee’s attention in the past, but wanted to bring it up again before a serious crash occurs. Andy added that he thought it would be beneficial to have a turning light, but noted that it is a county road. He did not have any other updates.

5.4 Recreation Division (Steve Benoit)
None

5.5 Waste Water Treatment (Nick Flaherty)
Nick Flaherty provided John Cunningham with multiple completed Job Hazard Analysis forms for review. John advised that he would forward the sheets on to Diane Rollins for review. Nick did not have any other updates.

5.6 ERMU – Electrical Department
Absent

5.7 ERMU – Water Department
Absent

5.8 Building Maintenance (Jim LeBrun)
Jim LeBrun inquired about blood clean up kits for their department. John Cunningham told him that he is in the process of ordering these kits. John added that there was recently a change in vendors, which has delayed the ordering process. Jim also told the committee that Richfield Fire will be in town on March 9, 10 and 11 to complete the annual service for all fire extinguishers. Jim did not have any other updates.

5.9 Liquor Stores (Jake Larsen)
None

5.10 Police (Dave Dummer and Amy Humphrey)
Amy Humphrey advised that she went through the first aid kits in the police department and noted that some of the supplies were expired. John Cunningham referenced the OSHA First Aid checklist, which was provided in the agenda packet and is also accessible on the Safety Portal. John told her to dispose of all expired items and the items will be restocked accordingly. Nick Flaherty inquired about keeping Epi-pens in the first aid kit of their department and John told him that this type of medication is prescribed to an individual; therefore, the Epi-pen should always be with the person it is prescribed to. John added that there should not be any over the counter medications and/or narcotics in the kits. Amy and Dave Dummer did not have any other updates.

5.11 Ice Arena (Tony Seibert)
Tony Seibert inquired about obtaining biohazard bags. John Cunningham told him that he will be ordering blood clean up kits for the Ice Arena. John also told Tony that there are a few biohazard bags in stock. Tony did not have any other updates.

5.12 Fire and Building Safety (Bob Ruprecht)

Bob Ruprecht advised the committee that this was his first meeting. He inquired about the roles and responsibilities of committee members. John Cunningham briefly explained the purpose of the committee, as well as the roles and responsibilities of members. Bob did not have any other updates.

5.13 Human Resources (Katie Haase)

Katie Haase inquired about item number 8.1 on the previous meeting minutes. Item 8.1 was in reference to Parks/Streets Safety Checklist comments. Andy Bentzen indicated that this is a work in progress. Brandon Wisner added that Chris Leeseberg has been going over plans pertaining to this issue. Jim LeBrun added that his part in the issue is complete. Katie also told the committee that the Vice Chair seat will be vacant now that Amy Humphrey's term on the committee has come to an end. John Cunningham briefly explained what this position entails and added that a new vice chair will be appointed at the next meeting. Katie did not have any other updates.

6. General Business

6.1 Safety Consultation Update

Diane Rollins will be going over all of the Job Hazard Analysis forms that have been submitted. She already reviewed forms from the Ice Arena and told John Cunningham that the staff did a good job completing them. Andy Bentzen told the committee that they have been attending the training provided by MMUA. So far, they have had training on chainsaws and slips, trips and falls. Andy added that the training has been going well and it has been beneficial.

7. Old Business

7.1 Working on labeling breakers/panels – Parks Facility Checklist 2/18/15

Andy Bentzen advised that this is still a work in progress. He will report back with updated progress at the next meeting.

7.2 Review draft Job Hazard Analysis Forms

A few completed Job Hazard Analysis forms were turned in to John Cunningham. John will be going through these forms and forwarding them to Diane Rollins for further review. These forms will be included in the next agenda packet and the committee will review them during the next meeting.

8. New Business

8.1 2015 Safety Committee Assessment - Survey Results

John Cunningham went through the Safety Committee Survey Results, which were included in the agenda packet. 65 staff members completed the survey and provided feedback for the Safety Committee. All of the concerns listed in the results have been resolved with the launch of the Safety Portal. One of the concerns brought forward was having sharps containers in the restrooms. John added that this will be looked into further now that the Bloodborne Pathogens Policy has been distributed. John is working with

ERMU to determine if they will have a representative on the committee or if they will have their own separate committee. Katie Haase inquired as to whether or not ERMU employees had access to the Safety Portal. John told her that the Safety Portal is not “locked down” right now, thus everyone has access to the portal. He does not know whether or not he will restrict access to the portal because he finds it beneficial that employees can access the portal from their cell phones right now if they need to.

8.2 Expired First Aid Kits (Police – Dave Dummer)
This was addressed in the Police Department updates.

8.3 Safety Portal (John Cunningham)
John Cunningham showed the Safety Committee the new Safety Portal. The Safety Portal is accessible through the Intranet or at safety.elkrivernm.gov. The portal contains everything about the Safety Committee – names of members with their contact information, meeting minutes, accident reviews, OSHA links, fillable forms, etc. John added that he is working with RaeAnn Gardner to make a flyer that can be posted throughout the different departments so that employees are aware of the new portal. Katie Haase inquired as to whether or not there would be an area on the website where employees could send emails directly to the committee. John indicated that there was currently not a section within the website where an employee would be able to do this, but he did point out that all of the committee members’ emails are listed on the site.

9. **Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 2:24 p.m.

Krystal Fosdick