

**MINUTES**  
**WORKPLACE SAFETY COMMITTEE**  
**Thursday, February 11, 2021**  
**8:15 AM**  
**COUNCIL CHAMBERS**

Brian Dellemann called the meeting to order at 8:15 AM

**Members Present:** Ross Blaha, Dave Casebeer, Jeff Dawson, Brian Dellemann, Scott Duessing, Kris Klein, James McDonald, Ben Meinnert, Bill Mueller, Patrick Murphy – MEUW Safety Coordinator, Sally Schmidt, and Terri Vosters

**Members Absent:** Dave Buss, Steven Denzien, Brian Kohlmeier, Steve Pagels, Jared Rohrer

Motion made by Jeff and seconded by Scott, to accept the January 14, 2021 minutes. Motion carried.

**Old Business:**

- COVID – Continue to encourage your employees to wear masks, sanitize and social distance. If any employee is around someone that tests positive for the virus, please go get tested. If you have any symptoms, please stay home. If you encounter a significant exposure it is suggested that it be documented.
- Patrick is in the process of finishing up on his informal visits/walk-thru with all departments. His hope is to start formal inspections by March/April when he will start documenting and using corrective action.

**Incident/Near Miss Reporting:**

- There were 2 incident reports -
  - 1– Water Dept. / Report Only
  - 1 – Fire Dept. / Report Only

**Inspection Reporting:**

- Patrick met with DPW since the last meeting and overall things looked good, nothing major to report. He is scheduled to meet with Wastewater on February 22<sup>nd</sup>.

**Training:**

- February 15-16, 2021 – Electric NEC Code Update
- February 17, 2021 – Lock Out/Tag Out – Open to anyone interested. Training will be held at 7:15 am & 12:30 pm in the Electric Dept Garage.

**New Business:**

- Medivan – Brian was contacted by Medivan regarding our annual hearing testing. It was decided to schedule the testing for some time in April-May. Once we are scheduled all department heads will be notified and informed as to how to sign their employees up for testing.
- MSDS Updates – All departments should go through their MSDS lists and inform Kay of any items they are no longer using and/or any items they need to add to their list. If it is a new item, she will need to know the product name and manufacturer.

**Monthly Safety Theme:** Lock Out/Tag Out

Next meeting scheduled for Thursday, March 11, 2021 @ 8:15 a.m.

Motion to adjourn made by Jeff and seconded by Ross. Motion carried.

Meeting adjourned at 8:45 AM.

Respectfully submitted,  
Brian Dellemann