



**CITY OF TWO RIVERS  
SAFETY COMMITTEE AGENDA  
Thursday, November 11, 2021 – 8:15 AM  
3rd Floor - Council Chambers**

- 1. Open Meeting**
  - a. Attendance (Sally S./Dee Dee)
  - b. Approve draft minutes from previous meeting
  
- 2. Old Business**
  - a. Discuss any on-going issues (Brian D.)
  - b. Remind employees to use near miss reporting procedures
  - c. Previous month theme - Mental Health
  - d. Insurance carriers are increasing their scrutiny of covered drivers. Please remind employees that an unfavorable Motor Vehicle Record could result in the employee not being covered to use City vehicles
  - e. Safety Committee Monthly Newsletter
  - f. Previous trainings - Year-end review; Jeopardy Game (field employees only)
  
- 3. Incident Reporting**
  - a. Incident Report (Sally S./Dee Dee)
  - b. Near Miss Report/Department Follow-up
  - c. Recommendations/Actions/Root Cause
  
- 4. Inspection Reporting**
  - a. Inspection Report (Patrick)
    - i. WWTP is scheduled to have an inspection before the end of the year.
  - b. Discussion on inspections/concerns
  - c. Corrective Action
  
- 5. New Business**
  - a. Current month theme - November is food safety month; given to Gina by Patrick and included in the November newsletter.
  - b. Set theme for the next month (December)
  - c. Open discussion with committee
  
- 6. Future Safety Training Events/Sessions**
  1. Active Shooter Training- ALICE Drills - **MANDATORY TRAINING FOR ALL EMPLOYEES**
    - i. Monday, 12/20 - 8am or 10:30am at Parks & Rec Behringer Room
    - ii. Tuesday, 12/21 - 7:15am or 10:30am at City Hall Council Chambers

2. January 2022 - In-house Groundman Training for Field Employees (Electric, Water, DPW, WWTP, Parks & Rec). Tentative and up for discussion.

**7. Establish next Safety Committee meeting time and date (12/09/2021 8:15am - Tentative)**

**8. Adjourn Meeting**

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.