

LABOR MANAGEMENT SAFETY COMMITTEE MEETING
WEDNESDAY, JANUARY 2, 2013
891 North Dale Street

Present: Mary Jo Kiewel, Scott Wennhold, Mike Dreis, Bill Eldridge, Lorrie Brown, Tom Bosman, Dave Schuler, Jane Mead, Lee Williamson, Lynn Waldorf, Jean Karpe

- 1) Meeting was called to order at 8:40am. Minutes of December 5, 2012 meeting were approved.
- 2) DSI and Fire need to assign management representatives to sit on the LMSC Committee since Bill Gunther and Bill Eldridge retired.
- 3) Human Resources is purchasing 12 ergonomic work stations for their office. HREEO still has an ergonomic work station that is not being used - this station should be given to another office.
- 4) Mary Jo stated that one of the LMSC's 2013 objectives is to provide AED/CPR training to employees. The cost would be \$15.00 per employee and would need to be paid out of department budgets. Another objective would be to have all LMSC members receive some OSHA training by city staff who specialize in certain areas or by professionals.
- 5) Wellness and health discussed concerning testing for hearing loss and a City wide contract. Do temporary workers get tested?
- 6) Lynn Waldorf asked about the safety rules as they pertain to using chain saws when trimming trees, etc. The departments who use chain saws are: Fire, Parks, and Public Works. When a tree is cut down, not trimmed, there is suppose to be a certified Arborist there.
- 7) Tom Bosman gave a presentation on OSHA Injury and Illness record keeping requirements. Tom will forward the presentation to Mary Jo and she will email it out to the LMSC Committee. The OSHA Form 300 is a log of work related injuries/illnesses. OSHA Form 300A is a summary of work related injuries and illnesses. OSHA Form 301 is similar to the 300A. Supervisors need to fill out these reports. Payroll personnel have been filling out the forms for their departments.

Minutes prepared by Jean Karpe and Mary Jo Kiewel