

Safety Committee Meeting Minutes

Date: 6-18-2026

Time: 1:00 PM

Facilitator: Mike Bryan

Next Meeting: July 16

Location: TBD

1. Opening Remarks

- Meeting called to order at 1:00 PM.
- Review of attendance from previous meeting.
- Reminder: Notify Mike as soon as possible if there are scheduling conflicts with the July 16 meeting.

2. Required Safety Training Updates

Title VI Training

- 20-minute training video.
- Goal: 100% compliance.
- Required annually.
- Non-compliance may impact grant eligibility.
- Supervisors asked to remind staff to complete training through HSI

HazCom (Hazard Communication) Training

- Annual training scheduled for July through HSI.
- Microlearning module (~6 minutes).
- Focus will be on Safety Data Sheets (SDSs).

3. Safety Reporting Program

Close Call / Safety Concern Reporting

- No close calls reported since last meeting.
- Discussion about renaming or clarifying the reporting form.
 - Suggested terminology: "Safety Concern" or "Safety Close Call."
- Goal is to encourage reporting without fear of punishment.
- Discussion about:
 - Adding QR code access to internal resources.
 - Potential safety page on the city website/intranet.
- Employees encouraged to report hazards and concerns.

4. TOSHA Walkthrough Review

General Results

- Positive overall inspection.
- Few deficiencies identified.
- Official report pending.

Signage Issues

- Replace damaged, illegible, or broken signs.
- Repair non-functioning exit signs.
- Ensure all safety signage is visible and readable.

Parks & Recreation

- Facility cleanliness praised.
- Just need to put an exit sign above the back door.

5. Emergency Response Improvements

First Aid & AED Information Cards

- Prototype emergency response cards presented.
- Cards would include:
 - Facility address
 - Emergency contact instructions
 - AED/trauma bag guidance
- Goal: Improve 911 response effectiveness.
- Discussion about:
 - Laminated cards
 - Placement on AEDs, trauma bags, or inside first aid cabinets

6. Equipment Safety Updates

Paper Trimmers

- Must have:
 - Finger guards
 - Safety latch
 - Spring-loaded handle
- Replace missing components or remove equipment from service.

Oily Rag Disposal

- Recommended use of approved oily-rag safety cans.
- Risk of spontaneous combustion discussed.
- Applicable to:
 - Wood stains
 - Oils
 - Certain cleaning products

Floor Jacks

- All lifting devices must display load ratings.
- Labels must remain legible.

Ladders

- Recommended minimum rating: 300 lbs.
- Weight ratings must be visible.
- Remove from service if:
 - Rating label is missing and cannot be verified.(tag can be replaced)
 - Structural damage is present.
 - Old and unstable.

7. Electrical Safety

Electrical Panels

- Maintain required clearance:
 - 30 inches wide
 - 36 inches deep
 - Approximately 6 ft. 7 in. vertical clearance
- No storage allowed in front of electrical panels.
- Departments asked to inspect and correct violations.

8. Flammable Liquids & Chemical Storage

Flammable Materials

- Store flammable liquids in approved flammable storage cabinets.
- Damaged containers should be replaced immediately.

Chemical Labeling

- All secondary containers must be labeled.
- Labels must include:
 - Product identification
 - Hazard warnings
 - Required pictograms
- Must be printed labels.

Battery Charging

- Avoid charging batteries overnight or unattended.
- Discussion of recent battery fire incidents within the city.
- Disconnect chargers when not in use.

9. HazCom / SDS Program Review

Safety Data Sheets (SDS)

- Verify SDS matches exact product identification.
- Ensure SDSs are current and accessible.

Product Standardization

- Encourage departments to purchase approved products from designated vendors.
- Reduce variety of chemical products to simplify SDS management.

Personal Chemicals & Equipment

- Employees should not bring chemicals or equipment from home for workplace use.
- Personal items can create liability and compliance issues.

10. First Aid Reference Materials

CPR & Choking Guidance

- Discussion about adding quick-reference guides to first aid stations.
- Noted update:
 - Back blows are now recommended before abdominal thrusts in adult and child choking situations.
- Suggestions included:
 - Laminated reference cards
 - Attachment to AEDs
 - Placement inside first aid cabinets

11. Incident Statistics

Injury & Incident Report

- April experienced a higher number of incidents.
- May and June showed significant improvement.
- June:
 - One reported incident each month.
 - No associated costs.
- Encouragement to continue safe work practices.

12. Communication Reminders

- Employees should report safety concerns directly if urgent.
- External emails may be filtered or missed.
- Staff encouraged to:
 - Use reporting forms.
 - Contact Health and Safety for urgent concerns.

13. Recognition & Closing Remarks

- Positive feedback from TOSHA inspection.

- Departments commended for preparation and overall safety performance.
- TOSHA representative may conduct future surprise visits.
- Appreciation expressed to all departments for ongoing safety efforts.

Meeting Adjourned: Approximately 1:31 PM