

## EXECUTIVE SAFETY COMMITTEE MEETING

July 15, 2014

Room 128, City Hall

PRESENT: Audrey Key, Human Resources Director; Mike Lewis, Director of Public Works/City Engineer; Dave Wepking, Assistant Director of Public Works; Assistant Fire Chief Gary Streicher; Deputy Police Chief Christopher Botsch; Mike Koszalka, Library Director; Scott Post, City Attorney; and Linda Huske, Safety and Training Coordinator III.

EXCUSED: Mark Wyss, Director of Finance/Comptroller/City Treasurer; Sally Nusslock, Health Commissioner; Sheryl Kuhary, Assistant City Attorney III.

### I. Review and Approval of Minutes of April 15, 2014 Meeting:

Meeting was called to order at 9:02 a.m.

Motion made to accept the minutes as written, by David Wepking, seconded by Christopher Botsch and unanimously passed to approve the minutes of April 15, 2014.

### II. Review of Departmental Safety Committee's Minutes:

Linda Huske informed the Committee of the following items discussed at the Department of Public Works Safety Committee meeting of April 16, 2014.

- a) Seatbelt usage was reviewed, with a decision being made that Department of Motor Vehicle guidelines will be followed, where seatbelts will be required on public roads and when plowing/loading trucks in the Yards, but will not be required if moving a truck from one place to another in the garage.
- b) The use of earbuds was discussed, and it was determined they would not be allowed during work hours.
- c) A new member, Peter Adamczyk from Electrical Services, was introduced and welcomed to the Committee. An employee was present to discuss some concerns; the white line in the garage being slippery, the lack of tornado and fire drills at the Yards, and the placement of the Police speedometer by the Inventory Services annex door.
- d) Training updates were reviewed, including excavation and trenching, new hire orientations, and two sessions of EPL training. Hearing tests were completed in March, with all employees being tested except for those currently off on leave. Upcoming training will include one more session of EPL training, work zone safety, confined space, a three-part employee enrichment series, chain saw safety, and elected official training.

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- e) Defensive driving instruction was discussed, noting the need for it will be determined by the number of at fault accidents an employee has, and this should not be viewed upon as a punishment, but to help employees avoid future accidents.
- f) Jim Leu, Fleet Services Superintendent, reminded employees that a vendor would be in to sell safety clothing to DPW employees.
- g) Dave Wepking asked that an inspection be done at DPW prior to the CVMIC inspection in July.
- h) There were 25 injuries reported in the first quarter and 24 vehicle and property accidents, with known repair costs of \$9,155.43.

Assistant Chief Streicher reported the Fire Department met and discussed the following items at the West Allis Fire Department Health and Safety Committee meeting on June 23, 2014.

- a) There were 11 injuries reported, listed by NFPA categories, which included 8 as strains, sprains, or muscular pains and 3 as wound, cut, bleeding, or bruising. Gary noted there have been no back injuries since using the new power cots.
- b) There were 7 vehicle and property accidents to report, with a good share of them being backing accidents. Gary noted this was unacceptable, and reviewed the backing policy with employees.
- c) Two items were recently purchased by the department that should lead to safer operations; a horizontal extension device for the roof ladder so it is safer for personnel when opening a roof for ventilation during a fire, and stabilizing jacks used for rollover accidents when vehicles are on their sides.
- d) Traffic issues by Station 1 was discussed, noting this is getting worse, with citizens driving behind units as they are backing into the station. Possible solutions were discussed, including installing a new signaling system, where flashing lights would be on all the time and then turn to red when units are moving in and out of the station. Mike Lewis suggested Fire personnel meet with Chris St. Clair to come up with other possible solutions.
- e) The use of two different types of portable radios was discussed. Gary noted the department is transitioning to new radios, and multiple radio types will continue to be used until they have all been replaced.

The Library, Health, Senior Center, and City Hall Safety Reports were reviewed.

- a) Three incidents at the Library and one at City Hall were reviewed. There were no reported incidents at the Health Department or Senior Center.

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Motion made by Michael Koszalka and seconded by Gary Streicher to accept all reports as presented and unanimously approved.

III. Quarterly Review of Accidents Report:

All Quarterly Accidents Reports from April 1 to June 30, 2014 were reviewed with the Committee members.

Linda Huske presented the DPW report, noting there were 11 accidents, with 9 resulting in no action, 1 resulting in a written warning and driver training, and 1 resulting in a written warning, driver training, and a 3-day suspension.

Gary Streicher reviewed the Fire Department report, noting there were 4 accidents, with 3 resulting in no action taken, and 1 resulting in a verbal reprimand.

Christopher Botsch reviewed the Police Department report, noting there were 5 accidents, with 4 resulting in no action taken, and 1 resulting in a verbal reprimand.

Motion made by Gary Streicher and seconded by Michael Koszalka to accept the Quarterly Review of Accidents Report as written and unanimously approved.

IV. Other Business:

a) Fire Extinguisher Training

Linda Huske stated she is in the process of setting up fire extinguisher training for employees, noting it was last offered in 2010. Linda stated the Fire Department simulator could be used, and the options for training would be Fire Department personnel would train one volunteer from each building, who would in turn train other employees at that location, or she could do the training City-wide. After a brief discussion, it was determined Linda would do the training City-wide, except for the Police Department, who will do their own training.

Motion made by David Wepking and seconded by Christopher Botsch and unanimously approved to have Fire Department personnel train Linda Huske who would then do the fire extinguisher training at City Hall, DPW, the Health Department, Senior Center, and Library; the Police Department will have Fire Department personnel train one Police employee who will then train other employees at the Police Department.

b) MRI Steerage Incentive

A discussion ensued regarding the possibility of offering employees a monetary incentive to use Smart Choice MRI, for Worker's Compensation related claims in order to save the City money (Smart Choice MRI charges \$600 for MRIs vs. an average cost of \$2000-\$4000). Per Worker's

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Compensation regulations, employees have the choice on where to go for medical services, thus CVMIC's recommendation to provide an incentive to steer employees to Smart Choice was considered a good idea by Committee members. Committee members collectively agreed that an incentive of \$100 should be offered effective upon approval by the Council. The recommendation of the Committee will be presented to Council on August 5, along with the Quarterly Accidents Reports.

c) Training Update

Linda Huske reviewed training completed this quarter, including work zone safety training, EPL training, new hire orientations, Panic Alarm training, CPR at the Senior Center, DPW driver improvement training, DPW chain saw training, and the Employee Enrichment series. Upcoming training includes two Employee Enrichment series, confined space training, fire extinguisher training, first aid and CPR, and driver improvement training. Linda also noted Elected Official anti-harassment training is scheduled for September, and a notice will be going out shortly as to the date and time of the training.

d) Occupational Medical Facility Update

Audrey Key stated the City's Occupational Medical provider, Aurora, has been working through and addressing various issues with the City's account; she stated they have been diligent in taking corrective action to alleviate any further problems.

e) Significant Award Update

Linda Huske stated three ideas have been submitted to CVMIC for their Significant Awards Program. One is from the Police Department regarding the Parking Control Operator driving test that was developed for new hires, and two submitted from DPW, one for a garbage cart transporter for ease in moving garbage carts from the semi to storage without carrying them with the forklift, and one for high visibility enhancer panels to be used on the back of the sewer truck to increase visibility by at least 1000 feet. Linda stated voting would be taking place August 1 by CVMIC's focus group.

f) Status of Worker's Compensation Policy 1434, Addition of "Head Injuries"

Linda Huske distributed Policy 1434, Worker's Compensation Benefits and Alternate Duty, noting the addition of Section 5.3 General Policies – Head Injury. After much discussion, Committee members decided they wanted time to review the new section, and it should be placed on the next Executive Safety Committee Agenda.

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V. Establish Next Meeting Date:

The next meeting is scheduled for October 21, 2014 in Room 128, City Hall at 9:00 a.m.

Meeting adjourned at 10:01 a.m.

Respectfully submitted,



Linda Huske  
Safety and Training Coordinator III