

LMSC MEETING MINUTES
Thursday, May 4, 2011
0830-1030 – 891 N. Dale Street

Present: Mary Jo Kiewel, John Blackstone, David Schuler, Pat Gerlach, Derek Hollanitsch, Mike Dufour, Mark Cahill, Lynn Waldorf, Ron Hauth, Mike Dreis, Tom Bosman, Glen Kadrlík, Bill Gunther and Trish Englund

Minutes transcribed by Trish Englund and edited by Mary Jo Kiewel

****Reminder from MaryJo that the location for the next meeting is at the parks Central Service Office on Hamline. Parking is said to be sparse.**

Review/approve April 6, 2011 Minutes

- Pat confirmed that she received the AWAIR template from Mary Jo
- Mary Jo confirmed that she received the safety messages from Lynn and added that the safety messages need to be cut down to one page max.
- Mary Jo said that she is still waiting to hear about the \$10,000 in possible funding for the LMSC
- Trish confirmed that staff from their range have received blood tests for lead and the air quality at the indoor range is also scheduled for testing. In addition, changes will be made to the air flow to minimize the lead exposure to all employees using the indoor range.

Review/Discuss Sub-committee Minutes

- Mary Jo gave kudos to the Street and Bridge Maintenance Division for recognizing employees with safety awards.
- Mary Jo looked for minutes from Fire – Glen said that Fire does have safety meetings and there are minutes that he'll forward to her
- Pat and Lynn confirmed that Parks and Rec have been cleared to provide first aid training to library employees – this should save libraries some money.
- Pat confirmed that libraries will be getting defibrillators. MaryJo suggested checking for a discounted price on them via the MN Safety Council and/or comparing the contract price to whatever the MN Safety Council will quote.
- Derek said that the Parks office at 85 W. Water Street has been cleaned up considerably and building use changes have been made.

Review Objectives

- Since there has been no feedback from department directors regarding the AWAIR program, we will move forward. Trish pointed out that because police are listed in one of the NAICS codes , (<http://www.doli.state.mn.us/OSHA/PDF/naics10.pdf>) they must have their AWAIR program together by May 29, 2011 rather than the end of December, 2011, as originally suggested for all departments. Because of this, the police department is working feverishly to complete their program and is utilizing a

guide that the State has published because it's more general (<http://www.dli.mn.gov/OSHA/PDF/awair.pdf>).

- Tom mentioned the importance of complying with the AWAIR program mandates. He said that after a recent serious accident with their employees, OSHA came out right away and one of the first things they asked for were their OSHA logs and a copy of their AWAIR program.
- Several city departments have had AWAIR programs in place well before the LMSC started up. Bill mentioned that DSI is working on their program.
- Mary Jo suggested that if all departments have their AWAIR programs in place by September 2011, then we'll meet with the DODs again.
- Ron and Mark are both going to the MN Safety Council training the week of May 9th; Public Works and PHA are also sending employees.
- Regarding training, Ron asked if we could take a second look at a presentation that Sandra Bodensteiner previously brought to the board re: a company that would make training site and/or need specific. In addition, there was discussion about using JJ Keller or a similar company to provide and track training for the entire city. A caution when thinking about training is that while there are lots of web-based resources, not all employees are computer savvy and not all employees have computer access so we should keep that in mind when we suggest city-wide training. John suggested that 2-3 people should review the presentation that Sandra previously provided and compare her resource to other resources and then make recommendations to the board.
- Ron asked if any partners with others who use our buildings; he wanted to know we still have to do OSHA inspections and be OSHA compliant (e.g., posting OSHA signs, etc.) if we own (but do not occupy) the building. The general consensus was that we do not have any OSHA responsibility in that circumstance.
- MaryJo agreed to bring information on ergonomics to the next safety meeting.

Review/Discuss Generic Safety Checklist

- We reviewed the checklist sent by Lynn; she said that any department can take the checklist and modify it for their specific needs.
- The safety committee agreed to continue using the existing checklist for their own future safety inspections but if a department wants to create their own and/or modify the one that Lynn provided, that's fine.
- Mark said that he'll explore new templates while at the MN Safety Council training the week of May 9th and he'll bring what he finds back to the board.