

MINUTES
(Tuesday) March 10, 2020 – 7:30 A.M.
HIGHWAY SAFETY SUB-COMMITTEE
UPPER CONFERENCE ROOM AT THE HIGHWAY DEPARTMENT
202 VANDYKE STREET, OCONTO WI 54153
www.co.oconto.wi.us

(Draft minutes –until approved by committee)

COMMITTEE PRESENT: Bill Elias, Kevin Hamann, Pat Scanlan, Brandon Hytinen, Kyle Schubert, Lynn Steffek, Mark Quandt, Vanessa Peters, Jason Shallow, Jason Stage

OTHERS PRESENT: None

TIME MEETING BEGAN: 7:31 A.M.

1. Approval of Agenda
 - A. Change of Sequence – None.
 - B. Remove Items – NoneMotion by Hytinen second by Shallow, to approve the agenda. The motion was voted and carried.
2. Approval of Minutes of Previous Meeting
Motion by Elias, second by Steffek, to approve the minutes of the December 3, 2019 meeting. The motion was voted and carried.
3. Communications
Hytinen gave information on costs to replace sand/salt shed in Suring and the roofs on the salt sheds in Oconto and Suring. The sand/salt shed is leaning with safety concerns and Suring salt shed roof has potential to fail.
4. Review Vehicle Accident and Claims Report
Hamann went over one accident that occurred since last meeting:
 - December 31, 2019, plow truck backed into a vehicle. No damage to our vehicle, no contact from vehicle owner's insurance. Discussion followed on ways to avoid backing up if possible.
5. Review any Work Comp Claims
Hamann went over two claims since last meeting:
 - January 28, 2020 one employee complained of a pain in back after lifting. Person no longer employed with the county. No lost time.
 - February 21, 2020, employee pinched thumb, no lost time.Hamann complimented the department for 658 days of no lost time claims.
6. Review any Safety Issues or Concerns
 - Requesting court house maintenance department wear safety vests when out shoveling so they are visible to our snow removal crews. Discussion continued on appropriate salt application in courthouse parking lots.
 - Quandt followed up from last meeting that injury concerns with rear door on 208 loader were addressed right away. Adjustment was made and is fixed.
 - Reminder of County policy that wedding rings are not to be worn. Discussion followed that silicone rings are also not allowed because they still pose a threat if caught on something.
 - Discussed hard hat requirements. Bill will contact Chris Hohol if side and top hit, or just top hit hats are required by MSHA. Crew would like lighter option.
7. Review Observation Cards
Safety Observation Cards turned in since last meeting were reviewed.
 - Sampson Shop – December 12, 2019. Wing not chained up, it settled and broke back window on truck 18. Recommend chains used and truck was removed to make more room.
 - Heider Lane – December 18, 2019. Hit overhead line while replacing culvert. Watch surroundings and suggested to mark with cone or flag.
 - Oconto Shop- Employee jumped off top step of truck to exit. Reminded of 3 points of contact when climbing in and out of equipment.

- HWY 64 – Crew drying pothole with torch and blacktop was flying into air. Safety glasses were not being worn. Reminded to wear safety glasses by back of machine.
 - Oconto Shop – February 24, 2020. During truck repair wing was off the ground with no support. Lowered wing to the ground.
8. Review Safety Check Lists
 - None
 9. Announcements/General Information/Guests (No action to be taken)
 - Grates have been ordered for trench drains. They are starting to come loose and cause safety concern.
 - Hytinen followed up with Hamann that all issues found during audit with Safety and Professional Services have been rectified.
 - Discussed high water traffic procedures. Also reminder that if culvert steamer is used safety tip must be in place to prevent burns.
 - Hamann thanked the department again for efforts to reduce claims.
 10. Set Next Meeting Date
Next meeting set for June 9, 2020 at 7:00 am.
Recommended to attend: Tim Olive, Jason Stage and 3 other employees to be determined.
 11. Adjournment
Scanlan declared meeting adjourned at 8:30 am.

Vanessa Peters
Recorder
Date Posted: March 11, 2020