

**MINUTES**  
**(Tuesday) May 7, 2019 – 7:00 A.M.**  
**HIGHWAY SAFETY SUB-COMMITTEE**  
**UPPER CONFERENCE ROOM AT THE HIGHWAY DEPARTMENT**  
**202 VANDYKE STREET, OCONTO WI 54153**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)

*(Draft minutes –until approved by committee)*

COMMITTEE PRESENT: Bill Elias, Kevin Hamann, Pat Scanlan, Brandon Hytinen, Andy Conrad, Jack Helmle, Chris Burg, Mark Fisher, Rob Staidl, Vanessa Peters

OTHERS PRESENT: Chris Hohol

TIME MEETING BEGAN: 7:00 A.M.

1. Approval of Agenda
  - A. Change of Sequence – None.
  - B. Remove Items – NoneMotion by Hytinen, second by Elias, to approve the agenda. The motion was voted and carried.
2. Approval of Minutes of Previous Meeting  
Motion by Elias, second by Hytinen, to approve the minutes of the January 9, 2019 meeting. The motion was voted and carried.
3. Communications  
None
4. Review Vehicle Accident and Claims Report  
Three accidents occurred since last meeting:
  - February 4, 2019, truck slid off road due to icy conditions. No personal injury, seatbelt was worn. Tires had chains, speed approximately 15 mph. No body damage, frame bent, other structural damage. \$27000 loss. Elias discussed with crew next morning.
  - February 7, 2019, truck slid into ditch during snow removal and landed on side. Driver could not get out, struck head, seatbelt was worn. Emergency services were called by home owner. Speed was possibly a factor at 40mph, \$87000 loss.
  - February 27, 2019, plow truck backed into vehicle while salting intersection at CTH C and Hilbert Road. Sheriff Department contacted. \$7800 loss. Attempts are now being made to avoid that area during busy times.Recommendations made during review:
  - Meet with all employees ASAP after an accident to educate and talk about ways to prevent.
  - Discuss “Find My Plow,” at next safety meeting so employees are aware of what can be tracked.
  - Motion by Burg, second by Staidl to Report all incidents to sheriff’s department when property damage is over \$500. Motion was voted and carried. Kevin will look into comparable policies other counties use for next meeting.
  - Plow drivers should back up as little as possible and drive up to next intersection to turn around whenever possible and efficient.
5. Review Work Comp Claims  
Claims will be reviewed at next meeting.
6. Review any Safety Issues or Concerns  
Safety Observation Cards were reviewed from last meeting to verify all issues were addressed. Need to give to each foreman for truck so more get filled out. Recommendations made during review:
  - Overhead Crane Training for Everyone
  - TIME Information booklets in each truck, remove work zone safety flip book
  - Purchase safety glasses for shops. Start requiring all visitors to wear. Safety glass allowance did pass and is in place.

- Require Class 3 safety ensemble at all times. Options are class 2 vest with pants that have reflective stripes, or class 3 vest which has sleeves. Reflective hats have been ordered for flaggers.
  - Encourage all comments to go to supervisor, foreman, commissioner, Kevin or Chris Hohol versus doing a suggestion box.
  - No changes to concrete saw at this time, emphasize looking out for each other during this operation. Hamann to talk to sheriff about more presence during concrete work, or even an empty car to park in the median to get drivers to slow down.
7. Review Observation Cards  
Safety Observation Cards turned in since last meeting were reviewed.
- Snorkel lift at Hotmix Plant used without safety harness – need to replace some missing pulley equipment.
  - Silo Repair at Hotmix Plant done without safety harness
  - Dismount winter equipment without step stool or harness
  - Cleaning slat conveyor with air hammer without safety glasses
  - Cutting steel with torch without safety glasses
  - Washing truck salter with auger running
8. Review Safety Check Lists  
Postponed until next meeting.
9. Announcements/General Information/Guests (No action to be taken)  
Hohol reminded hydration is important as summer season begins. Info was also shared on a powered air purifying respirator.
10. Set Next Meeting Date  
Next meeting set for August 6, 2019 at 7:00 am.
11. Adjournment  
Scanlan declared meeting adjourned at 10 am.

Vanessa Peters  
Recorder  
Date Posted: May 13, 2019