

MINUTES
(Thursday) September 10, 2020 – 7:00 A.M.
HIGHWAY SAFETY SUB-COMMITTEE
CONFERENCE ROOM #1003/#1004– 1st FLOOR COURTHOUSE BLDG “A”
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.co.oconto.wi.us

(Draft minutes –until approved by committee)

COMMITTEE PRESENT: Bill Elias, Kevin Hamann, Chad Frank, Vanessa Hasenberg, Keith VanDenElzen, Zach School, Chris Burg, Jim Coopman, Bob Swenty

OTHERS PRESENT: None

TIME MEETING BEGAN: 7:00 A.M.

1. Approval of Agenda
 - A. Change of Sequence – None.
 - B. Remove Items – NoneMotion by Frank second by School, to approve the agenda. The motion was voted and carried.
2. Approval of Minutes of Previous Meeting
Motion by Swenty, second by Burg, to approve the minutes of the June 11, 2020 meeting. The motion was voted and carried.
3. Communications
None
4. Review Vehicle Accident and Claims Report
Hamann went over three accidents that occurred since last meeting:
 - August 11, 2020, call received that trailer pulling skid steer hit shoulder gravel and kicked up rocks hitting and cracking windshield of oncoming vehicle. No claim was filed by vehicle driver.
 - August 13, 2020, paint on vehicle during striping operation. Proper signage was in place. Insurance is currently reviewing claim.
 - August 19, 2020, Highway LTE did u-turn in front of oncoming car causing car to go into ditch. Insurance is currently reviewing claim.
5. Review any Work Comp Claims
Hamann reported there were 2 no-lost-time claims since last meeting and thanked the department for safe work.
 - July 9, Auger fell on hand of employee.
 - July 29, employee injured shoulder while throwing tire ring on trailer.Hamann complimented the department once again for record number of days with no lost time claims.
6. Review any Safety Issues or Concerns
 - Hamann discussed details of upcoming safety day on October 28. Snow plowing procedures will be included due to all the new employees, as well as a refresher for others. Coopman will have jacket samples and gloves available for employees. Hamann to look into adding procedures to follow when finding hazardous items on roadway.
 - Chainsaw safety is scheduled for 4 days in November. Elias said 12 men can participate each day due to covid restrictions.
 - Air monitoring scheduled for September 16 at crusher. Steps are being taken to cut dust at hotmix plant as well.
 - Truck 124 lights have been moved down, and top light has been replaced due to recommendation from last meeting. Trucks 125/126 still need to be moved, and adding light bar on top of 30 grader is still being looked into as well.
 - Coopman reported it's difficult to park truck close to new fuel rack. Grip track plank has been purchased to fill gap. Need to ask Chris Hohol if chains are required.

- Recommend laminating pages from equipment manuals to use when button labels are worn off. Discussed purchasing button tags as well as other options. Especially need to address labels in the broom and loaders 24, 203, 205, and 207.

7. Review Observation Cards

Safety Observation Cards turned in since last meeting were reviewed.

- Asphalt Plant – LTE Spraying of weed killer with no mask or rubber gloves. Recommended to remind proper PPE to use after assigning job.
- Suring Shop – Carpet stuck under shift, hanging by pedals in truck 174. Carpet was removed from truck.
- Suring Shop – Saw not strapped in truck. Directions were given on what to do.
- Oconto Shop – Removing transmission from truck, and transmission fell off jack. Should have been chained to jack.
- CTH T/Echo Valley - New culvert pipe was being installed and flagger did not have paddle for traffic control. Improper signs were set up. Instructed employees on proper equipment and recommended to always have SDD on job site to cover liability.
- Hotmix Plant - Step ladder too short to access rap conveyor which resulted in crawling on top rung and then on side of rap conveyor. Requested longer ladder be sent out to site.

8. Review Safety Check Lists

- CTH T – Culvert Replacement. No unsafe acts observed.
- Oconto Shop – Housekeeping in some areas needs to be addressed. Question if crane inspections need to be completed on days it's not in use. Reminder that anyone in highway department should fill out SOC cards, need to make sure everyone knows how to access them.

9. Hard Hat Discussion

- Coopman to contact vendor for a variety of hardhats for department to try on and select at safety day. Recommend to get high visibility yellow or green.

10. Announcements/General Information/Guests (No action to be taken)

- Coopman is installing a slot for repair tickets on Kurt's door so they all get put in the same place.
- Hamann and Elias thanked the department again for wonderful job of keeping safe and looking out for each other.

11. Set Next Meeting Date

Next meeting set for December 3, 2020 at 7:30 am.

Recommended to attend: Jim Coopman, Jeff Stepien, Chad Frank, Keith VanDenElzen, Chad Debauch.

12. Adjournment

Elias declared meeting adjourned at 8:15 am.

Vanessa Hasenberg

Recorder

Date Posted: September 14, 2020