 **COPY**

**MINUTES
OF
DODGE COUNTY HIGHWAY DEPARTMENT
SAFETY COMMITTEE**

June 6, 2019 – 4:00 P.M. – Fremont Maintenance Facility

The meeting of the Dodge County Safety Committee was called to order by Chief Safety Officer, Scott Huppert at 4:00 P.M., with the following employees present: Larry Brune, Charles Bunn, Bryan Cushing, Steve Helgenberger, Scott Huppert, Justin Burt, Tim Meyer, Leon Nelson, Justin Robart, Eugene Uher, John VonSeggern and Tim Zechman. Absent: Larry Klahn, Lynn Wooldrik, Ernie Stockamp and Gary Tienken. Also present was: Jean Andrews, NIRMA Contact Person.

Motion was made by Brune and seconded by Bunn to approve the Minutes of December 28, 2018. Motion carried.

ITEM #3. OLD BUSINESS:

1. Steve Helgenberger was involved in an accident at Old Highway 275 in front of the Hooper Gas Station. He was following a vehicle eastbound on Hwy. 275. Pickup drifted to the shoulder on westbound side. Without blinker, the truck made a right turn in front of #19 dump truck. Helgenberger was unable to stop before impact. The Safety Committee recommendation of future actions is to slow down to allow for reaction time in the event of erratic driving by the public and was determined to be preventable.
2. Tim Meyer was plowing snow on Old Highway 275 when a car crossed the center line and was coming right for him. He continued to move over to the right to avoid hitting the car. The truck was driven too far to the right and went into the ditch and flipped over on its side. Meyer had his seat belt on, but the Safety Committee determined this accident could have been preventable. Instead of avoiding the car and moving to the right side of the road, in the future stop in your lane.
3. An incident where a truck ripped down a powerline while unloading debris from the March flood. It was brought up because it was unknown as to who did it or if it was any employee of Dodge County. The Safety Committee reinforced the policy to lower the truck boxes on trucks before driving off. Be aware of hazards with all vehicles and equipment.

It was reminded that the snow plows should not go over 30 miles per hour when plowing snow.

Andrews stated as a reminder that when an accident or incident occurs to report this to the Safety Committee within 24 hours while it is still fresh in your minds.

4. **REMINDER Clean up your messes, grease, oil and in the wash bay - gravel**
It is the responsibility of the entire crew to not clean up the outside of the vehicles and the equipment, but the interior also.

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REMINDER to use barricades correctly. Clarification of proper practice and expectations were discussed.

Be mindful of road hazards and barricade or flag them and get them reported. Signs discussion of sign heights and placement. Also inspect while driving and take note of bent, damaged, shot up etc. Be sure of the kind of signs, location and report them.

Reminder to get the project numbers on your daily work sheet. Ask someone if you don't know.

Remember to put the mileage for oil changes on the fuel books for everyone's use and easy reference. Be sure to put the amount of grease in the fuel books also.

REMINDER: Check your receipts for sales tax, sign them and turn them into the office.

REMINDER TO WEAR SEAT BELTS – Gloves & Eye Protection.

REMINDER TO USE STROBE LIGHTS and VESTS

Seat Belts needs to be used and all protective personal equipment

REMINDER TO DO A WALK-AROUND ON EQUIPMENT Parked on or off county shed property, but especially before operating equipment.

**Work Ahead and Slow Moving signs are working well for road construction
Use Proper Signage**

Check lights for dirt and mud.

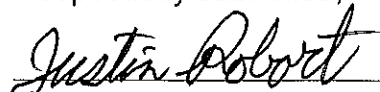
ITEM #4. NEW BUSINESS:

Tools: Shed tools should stay in the proper sheds as well as truck tools should stay in the trucks. When we have rain days, it is a good time to mark tools for identification.

Scott reminded the employees to stay busy and take breaks at the sheds.

With no further business, motion was made by Helgenberger and seconded by Brune at 4:45 P.M. Motion carried.

Respectfully submitted,


Secretary