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Appendix Item # 27a
Date 12-4-2019

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

September 18, 2019 – 3:00 P.M. – Fremont Maintenance Facility

The meeting of the Dodge County Safety Committee was called to order by Chief Safety Officer, Scott Huppert at 3:00 P.M., with the following employees present: Tim Adams, Charles Bunn, Bryan Cushing, Steve Helgenberger, Scott Huppert, Larry Klahn, Justin Burt, Tim Meyer, Leon Nelson, Justin Robart, Gary Tienken, Eugene Uher, John VonSeggern, Lynn Wooldrik and Tim Zechman. Absent: Larry Brune. Also present was: Jean Andrews, NIRMA Contact Person.

Motion was made by VonSeggern and seconded by Zechman to approve the Minutes of June 6, 3019. Motion carried.

ITEM #3. OLD BUSINESS:

1. Tim Zechman accident at the Road 19 Fremont Shed was determined to be preventable. Discussion followed regarding steps for preventing accidents of similar nature. Everyone must take steps to handle their responsibility to avert having this type of accident again.
2. **Personal Phones:** Everyone was urged to keep their personal phones in their own vehicles. The personal phones are not to be used on the job. Any accidents will result in termination if it is determined that your phone is involved.
3. Walk arounds are extremely important and more need to be done.

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.

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:

New phones are being investigated for more reliability.

Barricades need to be up on dump and work sites! There will be no excuses. Failure to comply could result in no Workman's Comp claims.

Utility lines are our responsibility. The liability is huge! Excavation is our responsibility to find the located lines without cutting them. Use extra caution and hand dig where necessary to avoid damaged lines.


A refresher course for anyone who could benefit from the basic operation of all equipment to prevent common mistakes. It was suggested to do some basic training for the new employees such as how to walk around the equipment before the equipment gets used.

Worksite Awareness: Safety requires attention of all people on the site. Distractions need to be left behind.

On rainy days, more effort to tidy up the shops, restrooms, equipment and vehicles. It is also a good time to organize your tools.

With no further business, motion was made by Helgenberger and seconded by J. Burt at 3:59 P.M. Motion carried.

Respectfully submitted,



Secretary