

Agenda Item # 26c

Date 7/1/20

MINUTES  
OF

**DODGE COUNTY HIGHWAY DEPARTMENT  
SAFETY COMMITTEE**

June 24, 2020 – 7:00 A.M. – Fremont Maintenance Facility

**COPY**

The meeting of the Dodge County Safety Committee was called to order by Chief Safety Officer, Scott Huppert at 6:55 A.M., with the following employees present: Tim Adams, Charles Bunn, Justin Burt, Bryan Cushing, Steve Helgenberger, Scott Huppert, Larry Klahn, Tim Meyer, Leon Nelson, Ernie Stockamp, Gary Tienken, Eugene Uher, John VonSeggern and Lynn Wooldrik. Absent: Justin Robart and Timothy Zechman. Also present was: Jean Andrews, NIRMA Contact Person.

Motion was made by **Brune** and seconded by **Helgenberger** to approve the Minutes of December 19, 2019. Motion carried.

**ITEM #3. OLD BUSINESS:**

1. **Vehicle Inspection Report** completed by Tim Adams and Leon Nelson. All repairs have been completed.
2. **Shop Inspection Report** completed by Steve Helgenberger and Eugene Uher. All repairs to Dodge, Fremont and Scribner Maintenance shops have been completed. They included frayed cords and at the Hooper Shed, an electrical overhead hoist needs yet to be replaced. It was discussed to include this replacement in the 2020-2021 road fund budget. The old Fremont Maintenance Shop will be inspected before the next Safety Committee Meeting.

**REMINDER: Check your receipts for sales tax, sign them and turn them into the office. Don't forget the vehicle or equipment # on repairs.**

**Reminder to use the site signs, vests, flashers which need to be kept operating**

**REMINDER TO WEAR SEAT BELTS – Gloves & Eye Protection.**

**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. We need to do a better job of looking more closely to the vehicles and equipment. Let's do preventative maintenance not catastrophe repair. The #7 Truck engine costs \$16,000.00 replacement!**

**Reminder to clean up the messes in and around the wash bay.**

**Be sure to write down the filter number when changing oil!**

**Equipment, vehicles and trucks, wash and neutralize under the vehicles and equipment. Don't be afraid to wash windows and take some time to clean out the cabs.**

**When in doubt, ask questions about the work or job. We are all on the same team and should be able to help each other.**

**On the daily time sheets, get the equipment or truck # and location written in a way that any one can read. Use multiple lines or pages. Everything should be clearly documented.**

Timothy Zechman answered the roll at 7:19 A.M.

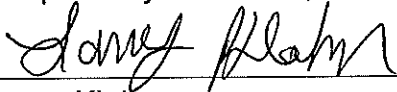
#### **ITEM #4. NEW BUSINESS:**

1. **Justin Robart accident:** On February 4, 2020, Justin was pulling out a bridge sign and felt a twinge in his lower back. As the day progressed, he felt more discomfort set in and took some ibuprofen, but ended up missing some time due to the back injury. The Safety Committee recommendation was to do some stretch exercises before beginning the work day and if the task is determined to be difficult, then ask for assistance.
2. **Tim Zechman incident:** On March 27, 2020, Tim was driving a flatbed heading west on County Road T and met an SUV. As he pulled off to the side of the road, the soft shoulder pulled him into the ditch. The Safety Committee determined that this incident was preventable and recommended that when meeting oncoming vehicles or equipment, county employees should slow down or stop if necessary.
3. **Bryan Cushing incident:** On June 16, 2020, Bryan was operating a wheel loader leveling rock in a driveway. As Bryan was backing out of the driveway, he saw a black SUV suddenly stop on the road behind the loader that was still in the driveway and not on the road and began honking. This incident was determined to be preventable and recommends that when working in or near a traveled road for any length of time, the road should be closed using Type III barricades and the residents in the area should be contacted.
4. **Chuck Bunn incident:** On June 18, 2020, Chuck was hauling dirt with Truck #19 dumping it on a farmstead. As he was backing up to dump his load, he lost sight of the water hydrant and backed his truck into it. The dump truck was not damaged, but the hydrant was not that lucky. The Safety Committee determined that this incident was preventable and recommended that before beginning any kind of work, employees should be aware of their surroundings especially when backing.

John VonSeggern, maintainer operator, recommended that the landowner should sign a waiver before the county does any work on their property.

With no further business, motion was made by Nelson and seconded by Cushing at 7:26 A.M. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Larry Klahn", written over a horizontal line.

Larry Klahn,  
Secretary