

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

September 24, 2020 – 7:30 A.M. – Fremont Maintenance Facility

The meeting of the Dodge County Safety Committee was called to order by Chief Safety Officer, Scott Huppert at 7:30 A.M., with the following employees present: Tim Adams, Charles Bunn, Justin Burt, Bryan Cushing, Steve Helgenberger, Scott Huppert, Larry Klahn, Leon Nelson, Justin Robart, Ernie Stockamp, Gary Tienken, Eugene Uher, John VonSeggern, Lynn Wooldrik and Timothy Zechman. Absent: Tim Meyer. Also present was: Jean Andrews, NIRMA Contact Person.

Motion was made by **Brune** and seconded by **Bunn** to approve the Minutes of June 24, 2020. Motion carried.

ITEM #3. OLD BUSINESS:

Andrews stated that the NIRMA Assist Grants deadline was November 2, 2020.

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.

ITEM #4. NEW BUSINESS:

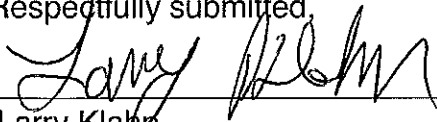
1. John VonSeggern made mention of the Type III barricades in contractor work zones. He asked if they were required and Huppert stated yes. Tienken

mentioned the need for more of the solar flashers. Huppert stated they could be purchased.

2. Uher mentioned the motorgrader #73 needed the small center windshield needed to be replaced before winter.
3. Andrews mentioned that the correct hours of sick leave and vacation were a maximum of 8 hours per day.
4. **Scott Huppert accident:** On July 23, 2020 at approximately 1:30 P.M., Scott parked the Unit #3 pickup next to an excavator being operated by J&R Concrete & Construction. A lady pulled up behind Unit #3 and Scott proceeded to move Unit #3 between the excavator and a barricade resulting in the excavator track denting the right rear side of the Unit #3 pickup. The Safety Committee determined the accident was preventable and their recommendation that when entering a worksite, employees park vehicles in open areas away from heavy equipment.
5. **Steve Helgenberger injury:** On August 4, 2020 at approximately 4:25 P.M., Steve had inflated a tire on his personal pickup and was climbing into it and his foot slipped on the running board causing him to do the banana splits injuring himself. The investigation revealed that the accident was preventable and recommends that one's shoes be free of dirt, mud, gravel or any other type of debris before stepping on a vehicle running board and have a firm grip on handles if equipped.
6. **Scott Huppert** discussed the recent sign audit from Tim Baxter with NIRMA. He recommended the trees, weeds and brush be removed from the signs. He also added that he would recommend reflectors be placed on bridge hand rails on hard-surfaced roads as well as culverts need to be marked with the delineators. Jean will get a map sent out from NIRMA to the motor grader operators to review.
7. **Scott Huppert** made mention that tickets for speeding, no mud flaps or material falling off the trucks would be the responsibility of the drivers for these items.
8. **Gary Tienken** made mention that the weed eaters be updated.
9. **Larry Klahn** presented the employees with a sign-up sheet for CPR, AED and Stop the Bleed classes on October 15th at 9:00 and 1:00 P.M. at the Fremont Maintenance Shed.

With no further business, motion was made by Tienken and seconded by Robart at 8:03 A.M. Motion carried.

Respectfully submitted,



Larry Klann,
Secretary