

VILLAGE OF DECATUR SAFETY MEETING AGENDA

Tuesday
August 22,
2023



VILLAGE OF DECATUR
REGULAR DDA MEETING
Tuesday, August 22, 2023 – 11:30AM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

11:30AM Safety Meeting

Note: Please be courteous and turn off cell phones during the meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL (Excused Absences if Any)**

4. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 – Approval of the Regular Meeting Agenda for August 22, 2023

5. **DEPARTMENT SAFETY TOPICS**

6A.1 – Office Staff- Village Manager Christopher Tapper

6A.2 – Police Department- Chief of Police Thomas VanDerWoude

6A.3 – Department of Public Works- Foreman James Ebeling

6. **COMMENTS**

7. **ADJOURNMENT**



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: All Departments
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: August 21, 2023

SUBJECT: General Safety Meeting Overview

Background:

The Village is committed to providing a safe and healthy working environment for employees. The Village also makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The Village's policy is aimed at minimizing the exposure of our employees, the public and Village contractors to health or safety risks. To accomplish this objective, employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

Village employees are expected to:

1. Exercise maximum care and good judgment to prevent accidents and injuries;
2. Report to supervisors and seek first aid for all injuries, regardless of how minor;
3. Report unsafe conditions, equipment, or practices to supervisory personnel;
4. Know and conscientiously observe all safety rules and regulations at all times; and
5. Observe good housekeeping practices, including keeping a clean and orderly work area, uncluttered aisles, unimpaired exit, and general neatness.

Some of the best ideas to improve safety come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of the Village Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. The Village prohibits retaliation against any employee that submits an idea, concern or suggestion pursuant to this policy.



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The Village complies with federal and state Right-To-Know laws and will make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials. Employees are required to read and be familiar with all posted materials.

Violations of the policy may lead to disciplinary action up to and including termination of employment. Questions concerning this policy should be directed to their department head and or the Village Clerk/Treasurer.