

# VILLAGE OF DECATUR SAFETY MEETING AGENDA

Tuesday  
September 12,  
2023



VILLAGE OF DECATUR  
SAFETY MEETING AGENDA  
Tuesday, September 12, 2023 – 12:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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12:00PM 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 Safety Meeting Agenda for September 12, 2023

5A.2 – Approval of the Safety Meeting Minutes from August 22, 2023

**5. DEPARTMENT SAFETY TOPICS**

6A.1 – Prioritizing Employee Mental Health

6A.2 – Enjoying a safe and healthy fall season

6A.3 – Simple Steps for an Extra Safe Halloween

**6. COMMENTS**

**7. ADJOURNMENT**

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**Village of Decatur**  
**Village Safety Committee Meeting Minutes**

Tuesday August 22, 2023, at 11:30 P.M

Village Hall, 114 N. Phelps Street

Decatur, MI 49045

- I. Village Manager Tapper called the meeting to order at 11:45 P.M.

II. **Roll Call**

Clerk/Treasurer, Duncan provided roll call; Village Manager, Christopher Tapper, Chief of Police Thomas VanDerWoude, DPW Foreman James Ebeling, DPW Team Leader, Tim Shroyer, Officer Thomas Dahlquist, DPW crew member, David Driscoll, DPW crew member, Gordy Meyer, Administrative Assistant, Shantel Pentland, Deputy Clerk & Treasurer, Natilie Davis. Village President, Ali Elwear (excused) and President Pro Tem, Charlene Jackson (excused).

III. **Public Comments**

- a. N/A

IV. **Approval of Agenda**

Chief VanDerWoude offered a motion with support from Pentland to approve the agenda dated Tuesday, August 22, 2023. All members present voting yes, motion carried.

New Business – Village of Decatur, Department Safety Topics

a. 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.

b. 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 environment.

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 always observe all safety rules and regulations; 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.

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.

A general discussion ensued regarding the relationships between Village employees and Village Council members. Several employees expressed concerns regarding current and prior Council members who approach crew members when those employees are performing Village work assignments. Some of the comments included, "they always come from their homes and try to run us down to discuss matters involving Village operations". Employees also addressed this type of behavior happening with Village residents. Staff members feel very uncomfortable with Council members, residents wanting to speak with them because, in the employees' words, "you ever know what they are going to say", it's a uncomfortable feeling coming into the workplace for the Village when so many residents, Council members want to put employees in the middle of Village business.

Next meeting to be scheduled for Tuesday, September 26, 2023, at 11:30

## **V. Adjournment**

- a. Deputy Clerk & Treasurer, Natilie Davis offered a motion to adjourn the meeting with support from Tim Shroyer at 1:00 P.M. All members present voting yes, motion carried

# Prioritizing Employee Mental Health

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Mental distress has long been a hidden issue in the workplace. Employees are often unaware of the resources – if any – available to help them, while employers may be unaware of the effects mental distress has on safety and their bottom lines.

The COVID-19 pandemic, however, has brought this issue to the forefront for many employers. Over 40% of Americans report experiencing increases in mental distress due to the pandemic, and over 85% say that work impacts their mental health. Employers are now recognizing the effects of employee mental distress, including increased absenteeism, negative impacts on productivity and profits, and an increase in health care costs.

Encouragingly, organizations see a return of \$4 for every dollar invested in mental health treatment in improved health and productivity. Supporting treatment alone, however, is not enough. Employers should prioritize protecting employee mental health and safety on an equal level as physical safety.

To help employers understand the pivotal role they play in supporting the mental health of their employees, NSC and NORC at the University of Chicago created the [Mental Health Cost Calculator for Employers](#), funded by Nationwide. This authoritative, easy-to-use tool provides business leaders with data-driven insight about the costs of employee mental distress in their workplaces, showing that employers spend, on average, over \$15,000 a year on employees who experience mental distress. This data highlights the costs pre-COVID-19 and likely underrepresents the current cost to employers due to the increase in Americans experiencing mental distress.

NSC encourages business leaders to take action to support their workers. We stand ready to partner with you to prioritize mental health, with a robust offering of materials, consulting services and additional resources to help keep employees safe at [nsc.org/MentalHealth](https://nsc.org/MentalHealth).

See the [methodology behind the calculator](#) and the [key takeaways](#).

You can also order a special digital edition of [Family Safety & Health® magazine](#) for your workers that focuses on mental health, and substance use and recovery.

### **NSC Recommendations for Employers**

NSC recognizes addressing mental distress in the workplace takes the whole organization, including leadership, human resources, supervisors and managers, safety professionals, and of course, employees themselves. Key actions to take include:

- Understanding how workplace conditions and culture can impact employee mental health and, in some cases, create or enhance employee mental distress
- Ensuring leaders, managers and supervisors prioritize employee mental health and wellbeing, work to prevent mental distress, and support employees experiencing mental distress
- Ensuring human resources develops robust, compassionate, and clear policies, programs, and procedures to prevent mental distress and support employees experiencing mental distress
- Providing employee education and increasing awareness on mental wellbeing and distress, as well as awareness of workplace resources, supports and policies

[Check out additional recommendations for employers](#), including NSC partners' resources and solutions on addressing employee mental health and distress.

Mental Health America offers a number of mental health resources for the workplace, including screening tools, research reports and toolkits. See a full list of these resources [here](#).



# Enjoy a Safe and Healthy Fall Season

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## Get Your Flu Shot

Autumn is the start of flu season, and doctors recommended everyone 6 months and older gets vaccinated against the flu. Learn more about [flu prevention and the flu vaccine](#).

## Have No Fear! Halloween is Here

Halloween is a fun-filled time for children, but there are many dangers associated with the holiday unrelated to ghouls, goblins and witches. Parents need to take the necessary [Halloween safety precautions](#) to make sure their children remain safe while still having fun.



## Drive Safely as it gets Darker

Daylight Saving Time ends every year on the first Sunday in November. This means it starts to get darker earlier. As we set our clocks backward by one hour in most areas of the country, here are some tips for [driving at night](#).

Green Cross Tip: When you change your clocks, it's also a great time to check the batteries in your smoke alarms and carbon monoxide detectors.

# Simple Steps for an Extra Safe Halloween

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Kids love the magic of Halloween, but costume and traffic safety are essential for trick-or-treaters. These tips can help make a safe and happy holiday for everyone.

## Costume Safety

To help ensure adults and children have a safe holiday, [fda.gov](#) has compiled a list of [Halloween safety tips](#). Before Halloween arrives, be sure to choose a costume that won't cause safety hazards.

- All costumes, wigs and accessories should be fire-resistant
- If children are allowed out after dark, fasten reflective tape to their costumes and bags, or give them glow sticks
- Opt for nontoxic Halloween makeup over masks, which can obscure vision; always test makeup in a small area first to see if any irritation develops
- Remove all makeup before children go to bed to prevent skin and eye irritation

## When They're on the Prowl

Here's a scary statistic: Children are [more than twice as likely](#) to be hit by a car and killed on Halloween than on any other day of the year. Lack of visibility because of low lighting at night also plays a factor in these incidents.



Keep these tips in mind when your children are out on Halloween night:

- A responsible adult should accompany young children on the neighborhood rounds
- If your older children are going alone, plan and review a route acceptable to you
- Agree on a specific time children should return home
- Teach your children never to enter a stranger's home or car
- Instruct children to travel only in familiar, well-lit areas and stick with their friends
- Tell your children not to eat any treats until they return home, and take care to avoid any food allergies

## **Safety Tips for Motorists**

NSC offers these additional safety tips for parents – and anyone who plans to be on the road during trick-or-treat hours:

- Watch for children walking on roadways, medians and curbs
- Enter and exit driveways and alleys carefully
- At twilight and later in the evening, watch for children in dark clothing
- Discourage new, inexperienced drivers from driving on Halloween