

PUBLIC WORKS STEERING COMMITTEE
Committee Meeting Agenda

Tuesday, November 12, 2019
Westbrook Corporate Conference Center
Tower 2, Westchester, IL
8:00 a.m. – Breakfast (pre-register only)
8:30 a.m. – Business Meeting/Presentation

- I. **CALL TO ORDER**
- II. ✓ **APPROVAL OF MINUTES:** August 13, 2019 (pg. 1)
- III. **PRESENTATIONS/PROGRAMS** (*Presentation will commence after meeting*)
 - Sidewalk Inspections: Knowing Your Risks and Responsibilities
 - Mike Hartigan - *Managing Partner at Hartigan & O'Connor, P.C.*
 - Ed Bailey - *Public Works Director for the Village of Riverside, and*
 - Rob Strauss - *Safe Step Regional Director*
- IV. **PUBLIC WORKS STEERING COMMITTEE - OPERATIONS**
 - A. ✓ 2020 Officer Elections/Secretary Position Nomination-Memo/Nomination Form (pg. 4)
 - B. 2020 Final PWSC Meeting Dates (pg. 5)
 - C. 2020 Final PWSC Budget (pg. 6)
 - D. 3rd Quarter Training Results (pg. 7)
 - E. Upcoming Special Trainings
 - 1. Ladder Safety (pg. 8)
 - 2. Playground Maintenance (pg. 9)
- V. **NEW IRMA BEST PRACTICES / MODEL POLICIES**
 - A. Updated Sidewalk Inspection Model Policy
 - 1. Memo: Duty to Maintain Property and IGA's (pg. 10)
 - B. Other Updated Model Policies and Resources
 - 1. Behavior Observation Program
 - 2. Drug and Alcohol Abuse for CDL Drivers
 - 3. Hearing Conservation Program
 - 4. Return to Work Program
 - C. Hazard Survey Visit (pg. 11)
 - 1. Memo: HSV Revisions
 - 2. HSV Old Format Sample
 - 3. HSV New Format Sample
 - D. IDOL Visit Guidelines and Reporting (pg. 20)
 - 1. IRMA's IDOL Visit Model Policy
 - 2. IRMA's Employer's Guide to IDOL Visits
 - 3. IRMA's IDOL Visit Report Form
 - E. IRMA Website Overview – Discussion and Member Questions
- VI. **IRMA GRANTS AND AWARDS**
 - A. Know Be4 Pooled Pricing (pg. 27)
- VII. **IDOL/OSHA Compliance Conversations and Demo**
 - A. Recent IDOL visit – Kris Throm, Superintendent of Municipal Services, City of Darien
 - B. Silica Training Video – Sam Barghi, Public Works Management Analyst, Village of Carol Stream

VIII. ARTICLES

- A. IRMA Safety First: How to Select Confined Space Emergency Rescue Teams (pg. 32)
- B. [Safety First – Winter Hazards](#)
- C. [Safety First – Snow Fighting](#)
- D. [Safety First – Heading into Winter](#)
- E. [Safety First – Working in Winter Weather Checklist](#)

IX. ADDITIONS TO AGENDA

- X. CONFIRMATION OF NEXT MEETING** at 8:30am
Proposed Topic: Public Works Employee Health and Wellness
Location: E. Hazel Crest

XI. ✓ADJOURNMENT

✓ = Vote Needed