



TOWN OF COLLIERVILLE
GENERAL SERVICES DEPARTMENT
MEMORANDUM



TO: SAFETY COMMITTEE MEMBERS
FROM: JENNIFER BENJAMIN, SAFETY PROGRAM ADMINISTRATOR
SUBJECT: MEETING AGENDA FOR JUNE 2024
DATE: JUNE 6, 2024
CC: DEREK HONEYCUTT

Meeting Date: June 13, 2024

Meeting Time: 9:00 a.m.

Meeting Location: Board Chambers

1. Call meeting to order.
2. Roll Call of members.
3. Review and approve meeting agenda. (additions/deletions)
4. Approval of minutes: May 9, 2024
5. **Discussion of unfinished business:**
 - 5a. Update: First Amendment audit training
 - 5b. Update: Town Hall fire drill results
 - 5c. Update: CPR Certification
6. **Discussion of New Business:**
 - (A) Discuss: Year-end mileage report
 - (B) Discuss: Hazard Communication Training/Updating SDS
 - (C) Discuss: Fuel Island Procedures
7. **Miscellaneous Discussion Items:**
 - (A) Review: 2024 Second quarter building inspections

- (B) Review: May First Report of Injuries
- (C) Review: May liability and property claims
- (D) Update: Toilet seat covers from May meeting

8. **Discuss Next Month Business:**

- (A) Next Scheduled Meeting: July 11, 2024
- (B) Discuss: First Report of Injuries
- (C) Update: Second quarter building inspections
- (D) Discuss: June liability and property claims

9. Adjourn meeting.