



Safety Manual Review Meeting

Field	Entry
Department / Interviewee	City Clerk / CV
Date, time, and location (including the areas walked)	September 18, 2026 @ 9:30am
Attendees	
Manual sections covered (Draft 0.1)	
Appendix A notes: key answers by question number	
Bracketed items resolved (section, item, answer)	
Crosswalk rows confirmed or flagged	
Appendix scope agreed	
The cannot-follow list (rules crews cannot or do not follow)	
Interim-control status (IC-01 through IC-09 for this department)	
Budget and TIPS-grant items identified	
Follow-ups: item, owner, due date	
Interviewee confirmation and date	
Designee signature and date	



Safety Manual Review Meeting

Discussion Topics and Key Questions

1. What tasks in your department present the highest injury, vehicle, property damage, or public-interface risk?
2. Which safety procedures are currently followed but not written down?
3. Which existing manual sections are useful and should be retained?
4. Which sections are outdated, unclear, impractical, or not followed?
5. What training do employees currently receive, and where are the records kept?
6. What forms, checklists, permits, or logs are currently used?
7. What equipment, vehicles, chemicals, confined spaces, or field conditions require specific procedures?
8. What contractor activities create safety exposure for City staff or the public?
9. What incidents, near misses, or recurring concerns should the revised manual address?
10. What immediate safety controls should be considered before the final manual is adopted?
11. Which topics are already governed by the Personnel Policy, City Code, state law, department SOP, or other administrative policy and should be cross-referenced rather than rewritten?
12. Should this item be Citywide, department-specific, job-title-specific, or handled through a checklist or training document?
13. What training, records, supervisory checks, budget, equipment, or staffing would be required to enforce this requirement consistently?
14. What insurer or loss-control recommendations or industry standards should be considered for this operation?
15. Are there safety concerns involving harassment, threats, stalking, hostile public contact, law-enforcement coordination, field visits, or body-camera use that should be addressed?