

September 22, 2011
Safety Committee Meeting

Present:	R. Lundstedt	Highway Department
	K. Wilson, absent	Building Inspector/Health Department
	B. Hutchins, absent	Police Department
	S. Duval	Police Department
	W. Brown	Town Bldgs., Parks, Cemeteries
	B. Milkovits, Secretary	Admin. /Clerical
	R. Bergeron	Fire Department

Meeting opened at 10:10 AM.

Agenda:

Old Business:

1. Minutes from August 4, 2011 meeting were reviewed. There were no corrections made.

Accidents or Incidents:

1. None

Safety Concerns by Department:

1. Library – No safety issues reported.
2. Fire Department – No safety issues reported.
3. Police Department – Handicap ramp railing was repaired.
4. Highway Department – No safety issues reported
5. Town Buildings, Parks & Cemeteries – No safety issues reported.
6. Building Inspector/Health Department – No safety issues.
7. Town Office – Panic buttons were tested and all worked.

Other:

1. Inspection report by Department of Labor was reviewed. The Board of Selectmen must reply to this report by October 14, 2011. Each violation was addressed, line by line (see list). One of the violations is the Committee did not meet quarterly. This will be corrected immediately. Most of the non-compliance items such as replacing light bulbs for exit signs, cleaning out overhead storage areas, anchoring small equipment and other housekeeping items have been corrected. One of the major items of non-compliance is addressing workplace violence at the town office. The half doors at the Town Clerk/Tax Collector's and Selectmen's office do not protect from intruders. The doors need to be reinforced and fitted with glass tops. One of the ideas discussed at the meeting was to change the Selectmen's door into a solid door that would be used by the two offices as the employees' entrance and exit. The door at the Town Clerk/Tax Collector's office would be retrofitted to have a counter and glass top and would be used by both

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- offices to conduct business. Cameras and a buzzer would also be installed. No decision was made at this time as more options will be explored. The Selectmen are planning on visiting other towns and see how the workplace safety is addressed. Because this compliance will take more money and time, the Selectmen will request an extension from the Department of Labor.
2. Housekeeping violation areas will be required to become compliant by October 31, 201. These areas include the second floor Library storage area; second floor Selectmen's filing closet and the holding cell in the Police Station. Officer Duval will speak with the Chief about the holding cell. Some of the items in the cell need to be kept but there is no extra space for these things. Also there is a recommendation to install an eyewash station in that area. This may change the use of the holding cell to a storage area. The Chief will be consulted on this matter.
 3. Draft Written Safety Program was reviewed. This was one of the major violations - not having an updated Written Safety Program. Regulations specific to the Town will be added to the program. Most of the language required is in the draft program. This will be finalized by December 3, 2011 for approval by the Board of Selectmen.
 4. Excel form for use as a monthly log for recording safety checks: exit lights, panic buttons etc. was reviewed and approved. Log will be kept with Written Safety Program book.
 5. Excel form to be developed for a log for Accidents/Incidents. This will be kept with the Written Safety Program.

Meeting adjourned at 11:05 AM. Work meeting set for Thursday, November 3, 2011 at 10 AM at the Town Office. Final quarterly meeting set for Thursday, December 1, 2011 at 10 AM at the Town Office. At this meeting, the Committee will formally accept the Written Safety Program and file the 2012 Safety Summary Form.