

March 8, 2012
Safety Committee Meeting

Present:	K. Patria	Highway, Parks, Cemet. & Bldgs.
	K. Wilson	Building Inspector/Health Department
	B. Hutchins, Chairman	Police Department
	L. McCann	Health Officer
	B. Milkovits, Secretary	Admin. /Clerical
	R. Bergeron	Fire Department
	D. Morrison	Deputy Town Clerk/Tax Collector

Meeting opened at 10:05 AM.

Agenda:

Old Business:

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

Accidents or Incidents:

1. Librarian Assistant – paper cut – no lost time.

Safety Concerns by Department:

1. Library – Three safety concerns reported:
 - Request for lock on cellar door to prevent any children from falling down the stairs: This has been mediated. The Highway Department had installed the lock on the door immediately after the complaint was received.
 - Snow removal on Saturdays, who to call to confirm plowing and who to inform if early closing of Library: Highway Department plows in this order – main roads, secondary roads, parking areas. Recent issue with Library open on storm day and Librarian complained about hump in front driveway and inaccessible handicap spot. She did not know who to call. This particular situation was due to miscommunication. Committee set the steps for calling: call dispatch – Police 878-1111, Fire 878-2208 and Highway 878-2279. Identify yourself and issue. Response may not be immediate if it is not an emergency. Library Trustees should set policy for snow/storm days for Library closing. Mrs. McCann, as a Trustee, will bring this matter to the other Trustees' attention for resolution.
 - Cleanup after Bio-Hazard Accidents: Library staff informed the Mason School nurse that the school should be responsible for any bio-hazard accidents when students and staff are in the Library. Other issues to be addressed: need for an up to date first aid kit, gloves, bio-hazard bags, approved disinfectant, etc. What to do when a bio-hazard accident involves patron, visitor or staff. What to do when bio-hazard accident occurs at other town sites and/or at town sponsored event or on a Saturday or during open evening hours. Also, Library requested that the public

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restroom be cleaned more than twice a month. These issues sparked lots of discussion. Judy Forty, Library Aide was present for this discussion. Some options for cleanup: employees at Town Office could do clean up with proper equipment; Highway employees could be called to do clean up; current cleaning service could be called; call 911. It was decided to call the cleaning service and find out the cost for any bio-hazard accident clean up and also what the cost would be for extra restroom cleaning. Mrs. McCann, Health Officer and Library Trustee, will supply the first aid kit for the library which will be kept on the lower floor

2. Fire Department – No safety issues reported.
3. Police Department – Eye wash station was installed. Light is out again on back of building, could be just the bulb. A work order for this repair was submitted to the Highway Department.
4. Town Buildings, Parks & Cemeteries – No safety issues reported.
5. Building Inspector/Health Department – No safety issues.
6. Town Office –MSDS sheets in folder, and will be hung on the outside of closet door (in gathering room).

Problems concerning the compliance of Town Clerk/Tax Collector's Office to the office retrofit:

Mrs. Morrison, Deputy Town Clerk (Mrs. Wagoner Town Clerk/Tax Collector was absent) stated that their office wanted to comply with the retrofit but had objections. She felt that the office had not been consulted on the retrofit.

The first safety retro fit was the change to the lock handles on the offices so that no one on the outside could come into the offices. The second safety retro fit will be to install the lexan glass on the tops of the doors to the Town Clerk/Tax Collector's and Selectmen's offices, with a pass through area for paperwork. Despite the first change, the Clerk's office has continued to allow the public into the office.

The Committee reviewed the Department of Labor findings (the town was in violation of safety rules and regulations); the Selectmen's response to the findings (the Board agreed to proceed with correcting the violations. This included a request for an extension for the town offices retrofit.); two letters from the Selectmen to the Town Clerk/Tax Collector's Office (which ordered the office to use the counter for business and not allow any public admittance). Also reviewed was a 2009 letter from Mrs. Wagoner to the Selectmen alerting them to the possibility of the Department of Labor checking offices for safety and security. This was from information Mrs. Wagoner received at a Town Clerk Conference. Objections to the office safety retrofit were stated in a letter dated December 29, 2011 from Mrs. Morrison and Mrs. Wagoner. This letter was reviewed and the current discussion was that the Clerks still had concerns for customer service and privacy. Mrs. Morrison gave copies of information from her clerk privacy training. The underlying concern of the Committee was for the safety of all employees. It was also stated that the Clerks may not be able to continue using the offices in that manner. At the end of the meeting the conclusion was that Mrs. Morrison wished to continue allowing the public in the office but agreed to only

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allow one customer in at a time. The Committee will send a memo to the Selectmen on this matter for resolution.

Kenneth Wilson, Building Inspector, also stated that he felt that should be able to have people that he considered “co-workers”, known by him, in the Selectmen’s Office. (During the meeting he had had the census map worker in the office as they reviewed the census maps.) This also could be considered a violation to workplace safety. This is another concern that needs to be addressed.

Other:

1. Phil St. Cyr, Risk Management Consultant from Primex, met with the Committee to offer his assistance. He discussed the Slip and Fall Policy. Members McCann and Milkovits will work on that policy. He also discussed the Prime Program which would enable the town to save 2 ½ % on the workers’ comp insurance. He presented a list of Risk Management training programs that are offered by Primex. After reviewing the letter from the Librarian concerning the bio-hazard accident response, he suggested the training program on Communicable Disease Exposure Control that he actually teaches. A tentative date for Monday, April 2nd was set for this program for all employees. Mr. St. Cyr also explained some new training areas that Primex is developing for Police Departments. At a later date the Committee will have Mr. St. Cyr present the program on Joint Loss Management Committee Primer.
2. There may be a flu clinic at the school in the fall that could be open to town employees.
3. It was decided to include the Town Clerk/Tax Collector on the Joint Loss Committee. The input will be very valuable.

Meeting adjourned at 1:35 PM. Next quarterly meeting set for Thursday, June 7, 2012 at 10 AM at the Town Office.