

**June 7, 2012**  
**Safety Committee Meeting**

Present:	K. Patria	Highway, Parks, Cemet. & Bldgs.
	K. Wilson	Building Inspector/Health Department
	R. Lyons	Police Department
	L. McCann, absent	Health Officer
	B. Milkovits, Secretary	Admin. /Clerical
	R. Bergeron	Fire Department
	D. Morrison	Deputy Town Clerk/Tax Collector
	P. St. Cyr	PRIMEX Risk Consultant

Meeting opened at 10:05 AM.

**Agenda:**

**Old Business:**

1. Minutes from March 8, 2012 meeting were reviewed and accepted as written.

**Accidents or Incidents:**

1. None

**Safety Concerns by Department:**

1. Library – No safety issues reported. Library Trustees will be purchasing first aid kits for the Library.
2. Fire Department – No safety issues reported.
3. Police Department – Need better light for basement. Highway Department will check maximum wattage of light and change either fixture or bulb.
4. Buildings, Parks & Cemeteries – No safety issues reported.
5. Highway Department – No safety issues reported.
6. Building Inspector/Health Department – Mr. Wilson informed the group that there will be a CPR/AED course offered on Saturday, July 21<sup>st</sup> at 9 AM at the Town Hall. The course is being hosted by the Wolf Rock Square Dance Club who donated the two AEDs to the Town. All Town Office and Library personnel are encouraged to attend this course, as well as other town committee and board members that may use either the Town Hall or the Mann House for their meetings. The more people that are educated in CPR and the use of the AED the better it will be for all.
7. Town Office – Note was made that the Department of Labor approved the retrofit of the town office doors for Workplace Violence. There are no outstanding violations concerning the Department of Labor’s safety inspection against the Town of Mason.  
TC/TxC Morrison suggested that the air conditioners should be stored in a drier area rather than in the Mann House basement. A suggestion was made to clean the air conditioners thoroughly before they are stored in the fall. This would eliminate the dust and other issues when the AC is turned on in the summer.

**Other:**

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1. Phil St. Cyr, Risk Management Consultant from Primex, again met with the Committee to offer his assistance. He praised the Committee for the successful turnout of employees for the Communicable Disease & Exposure Control in May. All who attended received certificates. The town will be ordering “Bodily Fluid Clean-Up” kits for each building. He also discussed the Prime Program which would enable the town to save 2 ½ % on the workers’ comp insurance. He will assist Mrs. Milkovits with the paperwork for this program.
2. Mr. St. Cyr will be presenting another program for the town employees – Back Injury Prevention and Materials Handling. This program will be held on Thursday, September 20<sup>th</sup> at 9 AM at the Town Hall. All employees will be encouraged to attend, especially members of the Highway and Police Departments.

Meeting adjourned at 10:45 AM. Next quarterly meeting set for Thursday, September 13, 2012 at 10 AM, at the Town Office.