

Safety Committee Meeting – Town Hall – January 15, 2013

Those present: Kim Cowles, Suzy MacDonald, Nate Hartford, Scott Leslie

Also Present: Jeff Philips

The meeting was called to order at 1:00 pm.

The Committee met today at the Town Hall to discuss the Self Inspection Checklist as it pertained to the Town Hall.

Department of Public Works is responsible for several of the town owned buildings. It is the job of the director of DPW to be sure all items are carried out.

The Transfer Station has some safety improvements to make according to the recent PRIMEX evaluation. Jeff has given a list of these items to Greg Wells. Each department that was looked at by PRIMEX was also given a list of safety concerns. Of great importance is fixing the baler.

The Town Hall was able to identify and prioritize several issues of importance using the checklist provided.

- Proper Signage is needed in several areas. This includes EXIT signs in the building and not an EXIT signs. Jeff has started this process.
- Globes on lights inside and outside.
- Step downs need to be clearly marked.
- Clear access to the Electrical Panel as well as some electrical upgrades to include some GFI outlets
- Housekeeping and general tidy up

The front stairs need to be taken care of. We need to show that the stairs have been put out to bid and that only one person has bid on them. The Safety Committee will look to the Select Board for guidance.

All fire extinguishers are up to code.

Eye wash stations should be placed in the town Hall, Library, Fire Department, Police Department, Maintenance Garage, and Transfer Station.

Scott Leslie would like to know if the employee should have Hepatitis C shots as well as tetanus shots. Since most of the employees have insurance they should look into having the shots.

Scott would also like to look into training for blood borne pathogens. We think we can get this training for all employees thru PRIMEX. Suzy will look into this further with PRIMEX.

The Safety Committee will ask the Select Board for permission to get an estimate from an electrician for work at the Town Hall, Library, and Highway Garage that was pointed out by PRIMEX.

The Safety Committee will hold their 2nd quarter meeting in April 2013.

Next meeting will be held in April of 2013.

The meeting was adjourned at 1:38 pm.

Respectfully submitted

Suzanne MacDonald, Executive Secretary