

## **Safety Committee Meeting – Town Hall – April 12, 2013**

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

Also Present: Jeff Philips, Bob Montagno, Jeremy Hall & Sally Small

The meeting was called to order at 10:00 am.

The Committee met today at the Town Hall for Training on Communicable Disease Exposure Control (Blood borne Pathogens) and to discuss 5 new policies to be added to the employee handbook and the Safety Manual.

There were 18 people who attended the training which included employees, Life Squad members, Select Board members, Fire Department members and three Lafayette School employees. The training was provided by Dave Witham from Primex. Training started at 10:00am and was done at 11:30am.

At 11:30 the Safety Committee met to discuss several policies. Workers' Right –to-Know, Bloodborne Pathogens, Flagperson, Lock out, Tag out and Respiratory Protection. These policies were discussed and the employees are asked to take a second look on their own time and if they see any changes that need to be made contact Suzy. The 5 policies will be brought to the Select Board for adoption on Monday, April 15, 2013.

The Committee discussed the progress on the DOL recent audit. Roger Odell is working to correct the items at the Fire Station. Jeff has been working on getting an estimate from an electrician to correct emergency lighting. After a brief discussion on emergency lighting we will continue to correct the item listed on the DOL audit at their request. Scott has corrected several items at the Highway Garage, Building & Grounds Building and the Transfer Station.

The Safety Committee will hold their 3<sup>rd</sup> quarter meeting in September 2013 at the Highway Garage.

Flagperson Certification will take place at the Town Hall in Franconia on Friday May 31, 2013 at 9am. The Fire Department, Police Department, Highway Department and Kim Cowles will all be invited to attend. Other employees may also attend.

### **Next meeting will be held in September of 2013.**

The meeting was adjourned at 11:55 am.

Respectfully submitted

Suzanne MacDonald, Executive Secretary