

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE

Thursday, November 18, 2010

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and A. Romagnolo
2010 NOV 19 A 10:26

MINUTES

Call to Order: D. Lanza called the meeting to order at 2:11 p.m.
HEBRON TOWN CLERK

Members Present: M.E. Beck, A. Hughes, S. Garrard, J. Robitaille, D. Lanza, K. McDonnell, D. Cooper, B. Therrien

Members Absent: J. Salafia, M. Gendron,

Review/Acceptance of Meeting Minutes: A motion was made to accept the minutes of September 16, 2010 with the following change; Injury Reports: Library employee fell on side walk and broke their left hand, second, motion carried.

Review Injury/Incident Reports (September 16, 2010 - Through Present)

- 10/11/2010: During a live burn exercise a fire department member burned their left wrist.
- 10/17/2010: Volunteer fire department member injured their shoulder climbing out of a window.
- 10/22/2010: Volunteer fire department member injured their back lifting a patient.
- 10/28/2010: Public works employee slid and injured their left knee.
- 11/5/2010: Fire department member lifting a hose injured their lower back.
- 11/10/2010: Public works employee injured their right knee slipping on wet leaves.
- 11/15/2010: Public works employee scraped their left leg falling in a hole.
- 11/17/2010: Parks & Recreation employee injured their hand in a door.

D. Lanza mentioned that an old claim with a public work employee who had surgery for an injured shoulder has been reopened.

- 10/10/2010: Skate board patron possible broken ankle.
- 10/12/2010: Library patron downloading software onto Library's computer became combative.
- 10/13/2010: During youth basketball evaluations a player fell and injured wrist.
- 11/3/2010: Senior center patron notified center that they had scratched their scalp and then later withdrew complaint.

It is important that employees notify and report ALL injuries and/or incidents to the Town Manager's office.

Department Reports

Fire Department: K. McDonnell will review lifting techniques with fire department members and reinforce that all injuries or incidents be reported immediately.

Police: Not present.

Library: The timers on the parking lot lights were adjusted for daylight savings, but don't appear to be working properly. The lights should go on at 4 pm and off at midnight. Presently they go off about 5 pm. M.E. Beck will continue to resolve this issue and report back.

Not sure if the panic alarms have been activated. M.E. Beck will investigate further.

Senior Center: S. Garrard reported that Luc Pentz from the Town's insurance company performed a mock OSHA inspection at the senior center. All staff including drivers are required to have blood borne pathogen training. He also stated that the senior center needs to have a material safety data sheet available for inspection and the OSHA 300 Log needs an update. It was discussed that the OSHA log only needs to be posted between February and April and that a new updated log will be forth coming in the new year. S. Garrard also stated that all the fire extinguishers now have the 'down arrows' indicating where the extinguishers are located in compliance with OSHA regulations. Luc Pentz will have the final report on Friday.

Public Works: J. Robitaille reported that fire extinguishers have been examined and changed out.

Parks & Recreation: Not present.

Town Office Building: D. Lanza reported that the front door installation is not fully completed. They are working on a threshold issue.

Horton House: D. Cooper stated that the sidewalk trip hazard needs to be addressed. It was suggested that L. Pentz from the Town's insurance company assess the hazard and suggest a recommendation.

Old Business

Routine Building Inspections: It was suggested that L. Pentz from the Town's insurance company schedule routine inspection for a different building each month.

Bomb Threat Policy: Tabled.

Emergency Exit Signs: The senior center and public works have their emergency exit signs up.

Blood Borne Pathogen Training: Will schedule with J. Salafia.

Transfer Station Broken Rail: Issue not resolved. A work order has been issued for its repair.

Horton House Sidewalk Trip Hazard: Will have L. Pentz inspect and make a recommendation.

OSHA: Public work employees have completed training.

CCM Training Sessions: 18 attendees received training with most of the Health & Safety committee attending.

Any Other Old Business: None.

New Business

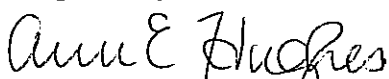
Any New Suggestions: Town Manager B. Therrien received a letter from Worker's Compensation indicating that the Town is in compliance with regulations.

Any Other New Business: It was reported that the carpet in the stairwell at the library is frayed. It was inspected by L. Pentz and he reported that it is not a trip hazard, but needs to be monitored and possibly cut the fray back if it worsens.

2011 Meeting Dates: The meeting dates for 2011 will be February 17, May 19, September 15, and November 17, 2011. A. Hughes will post this with the Town Clerk.

Adjournment: A motion was made to adjourn at 2:44 p.m., seconded, motion carried.

Respectfully Submitted,


Ann E. Hughes, Secretary