

Workplace Safety Committee

Winslow, Maine

Minutes for January 11, 2023

Meeting Opened at 2:48p.m.

Present: *Chair* Amanda McCaslin, *Assessor* Judy Mathiau, *Police Lieutenant* Brad Hubert, *Interim Fire Chief* Scott Bolduc, *Library Director* Lisa Auriemma, *Public Works Director* Paul Fongemie, and *Secretary* Tanya Groce

Absent: *Code Officer* Amos Michaud

Secretary's Report: Judy moved to accept the minutes of the December 14, 2022 meeting as written, Scott seconded, all in favor.

Accident Reviews:

Fire Dept: Back on 12/25, while a Firefighter was sitting at his desk, he sneezed and felt a pop in his lower back and pain radiating down his leg. He was put on light duty by his primary care doctor.

Corrective measures: The Firefighter has been given resources for lifestyle changes and is encouraged to workout alone and/or with shift members. Otherwise, cannot prevent a sneeze.

Old Business

Amanda informed the group about the meeting held on December 22nd with Amanda Nile, a representative from MMEHT on the Wellness Works program. Amanda handed out booklets to all Department Heads to inform their departments of the program. Amanda advised that we would be applying for a grant towards the program and incentives towards employees who partake in the program. She also spoke on the incentives, point systems, and different classes they offer. Amanda asked all department heads to obtain a number from their departments as to who would be interested in this program and bring that to the next meeting. She also asked what classes they would be interested in. I have attached the classes being offered in 2023.

New Business:

Amanda asked for every department to go through the safety Manual. Make any changes to their section as needed and send all changes to Amanda by the next meeting. Going forward we will have a sheet signed by all department heads that acknowledges changes have been made and the Safety Manual has been reviewed as a whole.

Amanda asked for a copy of the invoice submitted by the police dept for the order of their chairs through Amazon. Tanya is going to get that to Amanda.

Amanda asked that all OSHA forms be submitted to her ASAP. All 3 forms. Form 300 should be always posted in your breakroom and all accidents should be written down as they happen.

Amanda informed all departments that our SHAPE renewal is due in May. She will coordinate with all departments to do a run-through for preparation.

The fire department was asked to hang up the AED in the Town Office hallway.

Judy moved to adjourn the meeting at 3:08 pm; Paul seconded, all in favor.

Next Meeting will take place on February 15, 2023.

Respectfully Submitted, Tanya Groce- Secretary