

Workplace Safety Committee

Winslow, Maine

Minutes for February 15, 2023

Meeting Opened at 12:02p.m.

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

Absent: *No one.* *Code Enforcement Officer* Amos Michaud is no longer with the Town.

Secretary's Report: Paul moved to accept the minutes of the January 11, 2023 meeting as written, Scott seconded, all in favor.

Accident Reviews:

Fire Dept: On 1/28, a Firefighter was entering the FD smoke trailer to perform annual training. When the Firefighter reached up to pull himself up the ramp, he felt a 'pop' in his right shoulder. He immediately stopped and notified his supervisor of the injury. The Firefighter did go to Workplace Health, where he was placed on light duty. No days were missed from work. He returned to back to full duty and back on his normal shift within a week.

Corrective measures: None.

Old Business

Amanda asked who, within their departments, was interested in the Wellness Works program and Amanda was the only one from Parks & Rec. Tanya, Judy and Audra were interested from the Town Office. Lisa thought that possibly only a couple from the library. The other departments didn't know. Amanda invited all departments to make it a goal for at least one person from each department to participate in at least one event this year. Amanda was going to reach out to the Coordinators of the Wellness program to set up different classes for the rest of the year.

Amanda thanked everyone for getting all their OSHA forms back to her and she has sent them into MMA.

New Business:

Amanda asked if everyone went over their sections of the Safety Manual. Tanya mentioned that she made numerous changes to a few sections. Amanda is going to send out some of the sections that Tanya made corrections on, to be reviewed by the other departments and then voted on at the next meeting. Amanda also advised everyone to go over their sections before the next meeting. If you are not able to see your section on the S Drive, please reach out to Tanya or Amanda, and they can send it to you.

BLS Compliance Directives need to be looked at for each department. Those directives are what Amanda (and MMA) will use as a tool when doing the walk throughs. Tanya did add two directives to the Fire Department (which were also added to the Safety Manual). If each department doesn't have their Compliance sheets, they need to reach out to Tanya or Amanda for these or you can find them located at:

https://www.maine.gov/labor/workplace_safety/compliancedirectives/index.shtml

Amanda is on vacation the last full week of February but will start reaching out to department heads as to when she will start meeting with departments (sometime in March) to do walk throughs. She is going to start with Parks & Rec, then do the library, then Town Office and lastly Police, Fire, and Public Works.

Amanda reminded everyone to make sure their SDS Books were up to date with all chemicals in their departments (if anything has been added, changed or removed).

Lt Hubert had an invoice in the amount of \$41.10, for Emergency lights in the Police Dept. Deputy Chief Bolduc made a motion to pay the invoice out of the Safety Committee budget, Judy seconded, all in favor. When Brad submits the invoice to Tanya for payment, we will code and make sure it comes out of the proper account.

Amanda advised everyone that the SHAPE inspection will take place in May.

Judy brought to the group's attention that her office door for Assessing/Codes was not able to lock from the inside and felt that it wasn't safe. All other doors in the Town Office have the capability to lock from the inside (in the case of an active shooter and/or emergency). Judy will reach out to Boy Locksmith and American Glass and get quotes for that adjustment to her door and report back to the committee.

Deputy Chief Bolduc advised the group that he will be sending FF Loubier to the Safety Department meetings in his place going forward.

As of February 15, the balance in the Safety Committee account is \$2,540.55. Year to date, we have spent \$137.50 on the PD Elevator Lift Inspection, \$562.00 on Labor Law posters for all departments, \$599.95 for AED pads and batteries, and \$2,760.00 for 8 chairs for the Police Department. The amount for the chairs will be reimbursed, as that was approved by MMA for the Safety Grant.

Brad moved to adjourn the meeting at 12:42 pm; Judy seconded, all in favor.

Next Meeting will take place on March 15, 2023.

Respectfully Submitted, Tanya Groce- Secretary