

Workplace Safety Committee

Winslow, Maine

Minutes for July 12, 2023

**Meeting Opened at 2:22p.m.**

**Present:** *Police Lieutenant Brad Hubert, Fire Lieutenant Mike Murphy, Library Director Lisa Auriemma, Public Works Foreman Trevor Tucker, Assessor Judy Mathiau, Parks & Rec Director/Chairman Amanda McCaslin and Secretary Tanya Groce*

**Absent:** *No one.*

**Secretary's Report:** Judy moved to accept the minutes of the June 14, 2023 meeting as written, Brad seconded, all in favor.

**Accident Reviews:**

**Police Dept:** On 6/20, an Officer was performing a reload while training at the range. During the reload, the Officer caught his right pinky finger between the mag well of the pistol and the bottom of his magazine.  
No loss of work.

**Corrective measures:** More training/practice to become more familiar with weapons.

**Old Business**

All departments agreed that they have reviewed Sections 1, 4, & 5.

Lt. Murphy made a comment that the FD had made changes to their section (Section 11). He was advised to document the changes and date them.

Amanda went over the June Wellness Workshop; topic of discussion was 'Clear your Clutter'. Door prizes were given out (as they are every workshop for attending). Lunch was provided by Applebee's and very informative information. Tanya had sent off a 'Winslow all' email on 6/27 with all the information and slides that were provided from that workshop.

**New Business:**

Mental Health Classes were brought up for FD & PD. Tanya is going to send the flyer to both departments.

Next Wellness Workshop will be held on August 1<sup>st</sup> at 1pm via Zoom.

TOPIC: **Power of Positive Thinking**

Ever Wonder why “when it rains it pours?” How we think, positively or negatively, affects our daily experiences. Our thoughts control our feelings. Our words and actions are an extension of our thoughts. Maintaining positive thinking and attitude will drive you to success and happiness.

Judy brought up that we should invest in getting some type of air quality control test done for the Town Office. Amanda suggested that the Parks & Rec building should have that done also.

As a group, everyone participated in different SMART goals to achieve for the Safety Committee



Judy’s idea was to have more individual and/or group involvement in exercise/classes among the employees of the Town. She brought up how employees use to be able to access the Town owned gym equipment in the FD and now no one except FD has access to it. So, the idea of having accessible equipment for all Town employees. Another idea was during lunch breaks walking the trails together.

Brad’s idea was developing a standard way to report injuries when hiring employees. This would be by creating a protocol/policy/procedure in the Safety Manual the forms that are supposed to be used, who submits them, which types of incidents need to be reported, the duration of when incidents need to be reported, etc. Also, making this accessible in NEOGOV/PowerPoint for all.

Amanda’s idea was to redo the Safety Manual one section per month. Making it user friendly and having a blanket with sub sections where needed.

Lisa's idea was on the same basis as Judy's idea. Increase steps and taking percentages per month of weight loss.

Mike's idea was more along the lines for his own department, which was to wear safety glasses at all calls. He would like to create a policy for wearing the proper PPE on any type of procedure/call.

Judy recommended we start with Amanda's idea and do one section of the Safety Manual per month. Once we reach the reporting section then we can bring in Brad's idea. All were in favor.

### **Action Plan/ Assignments:**

Tanya : Send Mental Health Flyer to both PD & FD.

Everyone: Needs to look at Section 1 of the Safety Manual. If you need this Section, please reach out to Tanya or Amanda.

Amanda: Reach out to the FD about who they went through for air quality/mold tests. (Get company & quote- then sitting with Town Manager with information)

Everyone: Share and encourage your employees and co workers to attend a Wellness Workshop.

Everyone: Anyone interested in Dept of Labor classes should go to the following website: [SafetyWorks!: Training \(safetyworksmaine.gov\)](https://www.safetyworksmaine.gov)  
There are classes on OSHA Record Keeping coming up August, September, October, and November that would really benefit their department while completing accident reports on OSHA forms (that we do every year). And, of course, there are many other classes to look into.

Judy moved to adjourn the meeting at 3:07 pm; Brad seconded, all in favor.

Next Meeting will take place on August 16, 2023.

Respectfully Submitted, Tanya Groce- Secretary