

Town of Lebanon  
Safety Committee  
April 25, 2016- 2:00 p.m.  
**Town Hall**  
**Upper Conference Room**  
**Meeting**  
**MINUTES**

- 1.0** Chairman Linda McDonald called the meeting to order at 2:12 p.m. The following department representatives were present: Jay Tuttle, Highway Foreman, Darcy Battye, Senior Center Director, Donna Maheu (Library), Jim Prescott (Transfer Station), and Joe Noel (CIRMA). Representatives from Animal Control, Fire Department, and Police were not present.
- L. McDonald MOVED to add item to agenda: Approval of the minutes from the July 27, 2015 meeting. D. Battye SECONDED. MOTION CARRIED 5:0:0
- 2.0** Approval of the Minutes from the July 27, 2015 meeting
- D.Battye MOVED to approve the minutes from the July 27, 2015 meeting. MOTION CARRIED 4:0:1 with J. Tuttle abstaining.
- 3.0** Approval of the Minutes from the October 26, 2015 meeting
- D. Battye MOVED to approve the minutes from the October 25, 2015 meeting. MOTION CARRIED 2:0:3 with D. Maheu, J. Prescott, and J. Tuttle abstaining.
- 4.0** Review of Bylaws: Minor changes were made to the document. L. McDonald MOVED to approve the Safety Committee Bylaws as amended.(See attached) MOTION CARRIED 5:0:0.
- 5.0** OSHA Inspection Update: L. McDonald reported that she spoke with Lisa Casale who performed the inspection in December 2015 and was told the Town should have the report in two weeks.
- 6.0** Discussion by Department: Incidents/Accidents; Safety Issues; Safety Improvements; new requests or suggestions
- Public Works –J. Tuttle reported two repairs were completed as per the OSHA inspection and is in discussion with Jason Nowosad, Facilities Director, on getting an exhaust system in mechanics bay at the Town Garage.
  - Police – not present
  - Fire – not present
  - Library – D. Maheu said sidewalk has asphalt needing repair. J. Tuttle will have a chair with nail protruding removed. L. McDonald has received resident complaints on the potholes in the parking lot behind the Library. J. Tuttle will make determination on filling potholes as the Library expansion and renovation project has been put on hold for 90 days.
  - Transfer Station – No incidents or accidents to report.

- CIRMA – J. Noel introduced himself to the members and said he could provide assistance to the committee in preparing emergency action and fire prevention plans for town buildings.
- Town Hall –L. McDonald reported that 14 employees took a CPR course in February. The committee reviewed preliminary schematics of emergency exits for Town Hall offices prepared by J. Nowosad. Discussion followed on the responsibility of the committee to prepare emergency action and fire prevention plans for town buildings. A special meeting was scheduled for Monday, May 23 at 2 p.m. to begin the process of preparing these plans. L. McDonald will ask J. Nowosad to prepare schematics for the Library, Town Garage and Community Center in preparation for the May 23 meeting.
- Animal Control – not present
- Senior Center – D. Battye reported on fall in parking lot in February. She said a section of the sidewalk near the front entrance is loose and in need of repair. J. Tuttle will follow-up.

7.0 The meeting was adjourned at 2:47 p.m.

Respectfully Submitted,

Linda McDonald, Chairman

**Town of Lebanon Safety Committee Bylaws**  
**Revised 4/25/2016**

**Purpose**

The purpose of the Town of Lebanon Safety Committee is to bring all town employees together to achieve and maintain a safe, healthful workplace; the safety of human life and property being of the primary concern.

**Goal**

The goal of the Lebanon Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

**Objectives:**

- Involve employees in achieving a safe, healthful workplace
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths
- Demonstrate the importance of workplace safety to all employees
- Establish training programs for identification and reduction of hazards in the workplace
- Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards
- Annually evaluate the Town of Lebanon's workplace safety and health program and recommend improvements to management

**Representatives**

The Town of Lebanon Safety Committee will have eight regular members, one from each Town building/department: Town Hall, Public Works, Fire Safety, Police, Transfer Station, Animal Control, Senior Center and Library. There will be at least one representative and an alternate from each town department.

**Chair and Vice-Chair**

The Lebanon Safety Committee will have two officers: chair and vice-chair; each will serve one-year term.

**Duties of the Chair**

Schedule regular committee meetings

- Develop written agendas for conducting meetings
- Conduct the committee meeting
- Approve committee correspondence and reports
- Supervise the preparation of meeting minutes

**Duties of the Vice-Chair**

In the absence of the chair, assume the duties of the chair.  
Perform other duties as directed by the chair.

**Training**

New representatives will receive training in safety committee functions, hazard identifications and procedures for investigating accidents, and form to process claims, provided by the CIRMA representative.

**Meetings**

Each representative will attend scheduled quarterly safety committee meetings. Any representative unable to attend a meeting will notify an alternate and inform the chair before the meeting that the alternate will attend.

**Agenda**

The agenda will prescribe the order in which the Lebanon Safety Committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace accidents, illness, or deaths occurring since the last committee meeting

**Minutes**

Minutes will be recorded at each committee meeting and distributed to each representative. The committee will submit a copy of the minutes to the Office of the First Selectman and will also post on the Town's website.

**Employee Involvement**

The Lebanon Safety Committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled meeting.

**Incident and Accident Investigation**

The Lebanon Safety Committee will review new safety or health-related incidents at its next scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

**Workplace Inspections**

The Lebanon Safety Committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection.

**Evaluation**

The Lebanon Safety Committee will evaluate the Town's workplace safety and health program annually and provide a written evaluation of the program to management. The committee will also evaluate its own activities.