

# Minutes Meeting of the Safety Committee July 28, 2021

## Subject to Approval

**Present:** Lauren Rhines, Paula Carabetta, Maria Pettola, Nancy Martucci, Jeannette Holdridge, Ellie Gillespie, Michael Vece, Sam DeBurra, Debra Milardo

**Call to Order:** 2:04pm

**Public Comments:** No one from the Public was present

### New Business:

1. Review of possible Covid-related issues/concerns
  - a. HR Director discussed the possibility of mask and/or social distancing mandates being put back into effect in the near future. We are waiting on guidance from the governor regarding what, if any, new protocols will be put into effect.
  - b. There is an EOC meeting scheduled for next week to discuss the following:
    - i. 1<sup>st</sup> case of non-vaccinated employee positive with Delta variant reported and what the anticipated protocols should be going forward for new positive cases (specifically protocols for vaccinated vs. non-vaccinated employees)
    - ii. Mask mandates for employees and/or public
    - iii. Social distancing mandates
2. Reviewed Worker's Comp report
  - a. Reviewed the report regarding claims from 7/1/2020 – 6/30/21
  - b. HR Director took note to the fact that two claims in particular could have been avoided if the mandated PPE that is provided to all employees was worn
  - c. No other comments/questions regarding the report
3. Reviewed annual training schedules
  - a. HR Manager discussed the current training schedule in place for Building & Grounds and DPW crews. At this point, all are planned to be completed in person but can be moved to Zoom if needed.
  - b. Also discussed the upcoming schedule for Unaffiliated employees
4. OSHA review – workspace hazards, Safety Data Sheets, PPE concerns
  - a. HR Director discussed the recently scheduled Hazard Assessment being conducted by CIRMA on September 14<sup>th</sup>. This assessment sheds light on any potential OSHA violations that are present within Town buildings and/or departments.
  - b. Safety Data Sheets were also mentioned, reminding committee members that departments are responsible for the upkeep of their Safety Data Sheet books.

With Covid, many departments now have hand sanitizer, disinfectant wipes, sprays, etc. that need to be added to the SD books.

- c. Informed committee that OSHA is starting to make their rounds again conducting site visits and everyone should be mindful of their work areas.
  - d. PPE – revisited the importance of PPE and why it's required (particularly for B&G and DPW). PPE is always provided and it is the employee's responsibility to wear the proper PPE based on the task at hand
  - e. We will re-evaluate the Town's mask supply to see if more need to be ordered
5. ALICE Training –
- a. The Town has approached a new training cycle so employees can expect online training sessions to begin again. There must be a 75% participation rate in order to stay accredited, so Mr. DeBurra stated to all committee members that it is important to pay attention to the training videos and not confuse them for spam. HR agreed to assist in mandating these training courses.
  - b. New employees receive the introduction video and existing employees will receive the refresher training video
  - c. Sam DeBurra mentioned that ALICE Training instructor courses are set to open in the fall and he will be looking for a few employees that are interested in becoming certificated ALICE instructors. It currently holds (5) spots.
  - d. Mr. DeBurra is also hoping to conduct live ALICE training providing (dependent on Covid regulations)

**Old Business:**

1. None

**Other**

1. The HR Director reminded the committee how to appropriately respond to an aggressive situation that may occur in-person. Employees should always call 911 (or utilize their panic button) first if they feel threatened, then the HR department. HR should not be called first.
2. Panic buttons – it was suggested that the panic buttons be put on a testing schedule monthly to ensure battery life. The committee members agreed and this will look to be implemented in the near future.

**Adjournment**

Motion to adjourn made by Sam DeBurra, seconded Michael Vece. Meeting adjourned at 2:50pm.