

Minutes

Meeting of the Safety Committee September 4, 2019

Subject to Approval

Present: Deb Milardo, Paula Carabetta, Lauren Rhines, Jeannette Holdridge, Sharon Clark, Racquel Stubbs, Maria Pettola, Joe Race, Chris Secondino, Michael Vece, Robert Russo, Robert Gillhuly, Sam DeBurra, Robert Strickland, Tom Banisch.

Call to Order: 10:01 a.m.

Public Comments: No one from the Public was present

New Business:

1. Update on CIRMA Risk Management Advisory Committee. Lauren Rhines, Risk Manager, who sits on the CIRMA Risk Management Advisory Committee, gave an overview of their last meeting. One of the big issues being discussed amongst the membership is the increase in slip and falls. As we move into the winter season employees and supervisors need to discuss these issues:
 - a. Be aware of surroundings. Employees need to watch out for ice, sleet and snow.
 - b. Proper footwear. Maintenance crews have winter boots and also have the gripper slippers for use. Discussed how we also need to make our clerical employees aware of ice and slip conditions in the winter. Emails will go out to Town Hall, Police, Senior Center and Madison Youth & Family encouraging employees to wear boots during the winter months and not casual footwear.
 - c. Online form for reporting hazards. For the DPW and Building ft Grounds crews an online reporting form is available for them to notify Risk Management of any issues they come across in town which may affect pedestrian or motor vehicle travel. Any issue should be reported (See something, say something). Not just icy conditions but any defect in sidewalks, curbs, crosswalks or roadways.
2. Review of CIRMA training dates. CIRMA's Risk Management - Training and Education Schedule for 2019-20 was distributed. Some of these trainings are mandated and scheduled through Human Resources. Other topics are useful and employees should be encouraged to attend any session they feel is appropriate/important. Discussion occurred over the influx of finding hypodermic needles by the Building ft Grounds crew and also general safety precautions regarding opioid safety. Madison will discuss with CIRMA and HD Segur about training or white pages that go beyond Bloodborne Pathogen training.
 - a. Building ft Grounds reported that because of the number of bee/wasp stings which occurred this year they are now using exterminators at various locations around town to eliminate risk to employees/public.
 - b. Tool box talks need to restart for 2019-2020. Ms. Milardo will discuss topics with both Superintendents.
 - c. Stretching. The Director of Health has agreed to go onsite to both DPW and Building ft Grounds to teach various stretching methods which can be used by employees to start each workday. Stretching before physical work activities will hopefully minimize the amount of sprains and strains being experienced by work crews. Will facilitate a schedule with Superintendents.
3. Department/Facilities overview from participating members on safety issues or hazards. (This will be a standing topic on all Safety Committee Agenda's where employees can voice concerns over departmental safety issues or site safety issues).
 - a. Loose Septic Tank cover - Town Campus. The septic tank cover by the employee entrance at times gets shifted from the hole leaving portions exposed. Building ft Grounds believes that this happens when maintenance vehicles run over the cover as the cover is not flush to the ground. Facilities will review the site and get the issue corrected.
 - b. Surf Club Garage. The building is substandard for the department. Funding exists to replace the building with a prefab office and garage unit. HR will follow up with department and finance to check on status.

- c. Storage - Town Campus. Storage continues to be an issue at Town Campus.
Departments have run out of room to store files. Files are stacked on top of file cabinets which require employees to use step ladders for access. In general storage is a problem for all departments town wide. Will address with IT to see how we can start to move towards scanning documents and shredding paper documents. Upgrade to the Accounting/Payroll/HR system will allow for uploading of documents and will greatly assist in removing paper file storage.

Old Business:

1. Recap of ALICE training and next steps.
 - a. Sam DeBurra, EM Director (along with Robert Gillhuly, Deputy EM Director and Robert Strickland, Madison Police Officer) discussed the recap of ALICE (alert, lockdown, inform, counter and escape training for all town staff). It was reported that 93% of all town staff had completed the online participation. The Emergency Action Plan requires that drills will be conducted at all town work sites in order to become ALICE certified.

Emergency Management and Officer Strickland are still conducting full Risk Assessments for all town buildings.

The training was extremely well received. Members of the Committee expressed gratitude to the trainers for bringing this program into the workplace and having employees "think" about how to react in threatening situations.

Next step is to schedule training for the Board of Education staff including teachers and students. During this training make up sessions will be scheduled.

Other Discussion

1. None

There being no further discussion a motion to adjourn was made by Captain Race, seconded by Maria Pettola. Meeting was adjourned at 11:15 a.m.