

**MINUTES OF THE TOWN OF UNION
SAFETY & HEALTH COMMITTEE MEETING**

**November 17, 2006
12:30 P.M.**

UNION TOWN OFFICE DOWNSTAIRS MEETING ROOM

COMMITTEE MEMBERS PRESENT: Andrew Hart, Barry W. Norris, Scot Sabins, Al “Hutch” Hutchinson, Kevin Curry, and Marcy Corwin.

OTHERS PRESENT: Ann Schneider.

COMMITTEE MEMBERS ABSENT: Jon Powers.

Note: These minutes may not be considered an official public record until such time as they have been reviewed and approved by the Safety & Health Committee.

1. **Called to Order:** by Chairman Al Hutchinson at 12:40 P.M.
2. **Discussion and Vote to Approve Minutes of October 27, 2006:** Barry W. Norris made a motion to approve the minutes of the October 27, 2006 Safety & Health Committee as written. Seconded by Marcy Corwin. 5-0, with 1 abstention (Kevin Curry).
3. **Discussion and Vote to Approve the Town of Union Safety Policy Mission Statement:** Andy provided the Committee members with the existing Safety Policy Mission Statement adopted by the Board of Selectmen on August 5, 1997. He also provided copies of three other sample Safety Policy Mission Statements for the Committee to review. Hutch recommended the current policy. Kevin Curry liked the wording in version #3. It includes the wording “ all employees will follow this program.” Ann Schneider agrees that version #3 is the best safety policy mission statement. Andy makes a motion to adopt version #3, Kevin seconded. Unanimous. The Town of Union Safety Policy Mission Statement will now go before the Board of Selectmen for their adoption and approval and then it will be posted and copies will be provided to all employees.

4. **Presentation on the Toolkit for Developing a Basic Loss Control/Safety Plan:** Ann Schneider, Senior Loss Control Consultant of Risk Management Services of the Maine Municipal Association presented a power point presentation on a Toolkit for Developing a Municipal Loss Control/Safety Plan – The Basics. Attached to these minutes is a copy of the power point presentation that Ann went through step-by-step with the Committee. Ann did mention to the Committee about on-line safety training that is available on MMA’s Website. A username and password is required for each person to access the site. Ann also discussed about the OSHA 300 log being posted at each worksite. Accident investigation along with a Supervisor’s report shall be maintained with each accident that occurs. Inspections of equipment and apparatus need to be maintained for 10 years. All new employees should receive a comprehensive safety orientation upon being hired. The Committee thanked Ann for her presentation and felt that the information provided will be every helpful to the Committee.
5. **Discussion and Review of Department Written Safety Programs:** Hutch has a safety policy and a hazard communication plan for Public Works. These were reviewed by Steve Greeley of the Bureau of Labor Standards. Ann indicated that any amendments or revisions of Written Safety Programs shall include the revised dates or typed on it that it was reviewed, the date that it was reviewed, and the initials of who reviewed it along with each employee then indicating that they have reviewed it, the date, and their initials. It was agreed by all members that copies for all 7 Committee members will include the Hazard communication Program for Public Works, the Safety Policy for Public Works, the Bloodborne Pathogen Policy for Public Works, the Public Works List of Hazardous Chemicals and Index of MSDS, the Public Works Safety Policy Acknowledgement Receipt form, and the Public Works Hazard Assessment form. The Committee members will review all of these documents and bring back for discussion at the next meeting. It was agreed that the Committee would most likely start with the Safety Policy Handbook and the Hazardous Communication Written Program.
6. **Discussion and Vote on Future Meeting Dates:** Barry made a motion to hold the next meeting on Friday December 8, 2006 at 9:00 AM, seconded by Kevin. Unanimous. It was agreed that Andy would contact Jon Powers about attendance at the Committee meetings and if he wants to stay on the Committee or resign and have his position on the Committee filled. Andy will report back to the Committee at the next meeting.
7. **Adjourn:** Scot made a motion to adjourn at 2:05 PM, seconded by Marcy. Unanimous.

These minutes were approved on _____ December 8, 2006 _____ with the following amendments: N/A