

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

**October 27, 2006
9:00 A.M.**

UNION TOWN OFFICE UPSTAIRS CONFERENCE ROOM

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

COMMITTEE MEMBERS ABSENT: Kevin Curry and 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 Andrew Hart at 9:15 A.M.
2. **Discussion and Vote on Election of a Chairman, Vice-Chairman, and Secretary:** Barry Norris nominated Al Hutchinson for Chairman. Scot Sabins seconded. (4-0, 1 Abstention-Al Hutchinson.) Barry Norris nominated Kevin Curry for Vice-Chairman. Scot Sabins seconded. Unanimous. Al Hutchinson nominated Andrew Hart for Secretary. Seconded by Barry Norris. (4-0, 1 Abstention-Andrew Hart.)
3. **Discussion of the Best Practices Guide for Safety Committees:** Andy went through the guidelines with the Committee. Page 2 of the document describes the typical duties of the Safety Committee. The Committee will be developing safe work practices, developing written safety programs, and facilitating safety training. Barry Norris indicated that the Board of Selectmen had asked him to develop procedures for the Fire Dept. Under Accident Investigation, which is another duty of the Committee, Barry asked about forming a Personnel Injury Reporting System. Barry would like to see this system set up. Hutch indicated that he has this developed in the Public Works Dept. Safety Policies. Hutch and Barry will work on drafting an injury reporting system that will come back before the Committee for review. Andy went through the Best Practices Guide for Safety Committees and the Town has now formed a Safety Committee and has held an initial meeting. The Committee will review the setting of goals and the meeting agenda setup when they meet with Ann Schneider, Sr. Loss Control Consultant of the Maine Municipal Association at the next Safety & Health Committee Meeting to be held

on Friday November 17,2006 at 12:30 PM.

4. **Discussion and Vote on the Safety Policy Mission Statement:** Andy passed out to the Committee an existing Safety Policy Mission Statement that was adopted by the Board of Selectmen on August 5, 1997. Andy also passed out three drafts of Safety Policy Mission Statements that he had typed up for the Committee to review. Barry felt the Committee members should review the existing policy as well as the three drafts that have been provided at this meeting so all Committee members can compare all policies to see if there are any additions, deletions, etc. that might need to be made to the existing policy. Hutch indicated that the Committee members would review all 3 drafts provided of the Safety Policy Mission Statements as well as the existing Safety Policy Mission Statement and bring back a recommendation for the November 17, 2006 meeting to have the Committee vote to adopt a policy that would then be taken to the Board of Selectmen for their adoption and signatures.

5. **Discussion and Vote on Future Meeting Dates:** Andy explained the agenda for the November 17, 2006 meeting to be held at 12:30 PM. Ann Schneider will be present for that meeting and will go over the document titled “Developing a Basic Loss Control/Safety Plan. Andy also asked to have Committee members bring copies of all safety policies that they have in place for their respective depts. The Committee will look these over at the meeting. Andy handed out the document discussed above. Additional dates will be discussed at the next meeting as the Committee agreed that they need to accommodate Committee members who have jobs elsewhere and we need to accommodate them so they aren’t away from their jobs. This will be discussed at the next meeting when the full Committee will be present. Information from these meetings will be posted on the Town of Union Website. Members not present will be given any materials handed out.

6. **Adjourn:** Hutch asked for a motion to adjourn. Scot made a motion to adjourn at 9:50 AM, seconded by Barry. Unanimous.

These minutes were approved on _____ with the

following amendments: