

**TOWN OF HARRISBURG  
SAFETY COMMITTEE MEETING  
Harrisburg Town Hall  
June 28, 2018  
9:00 am**

**MINUTES**

Committee Members Present:

Debbie Rogers Lowery, Janet Rackley, Tihisha Sharif, Adam Abernathy, Larry Aldridge, Jason Patrick, Artie Craig, Public Works/Engineering Intern Zach Meosky, NCLM Risk Control Consultant Darius Chisholm

Meeting called to order.

Incident Reviews:

- Fire Department employee was backing into the station and hit the driver's door on a metal pole. Determination: Preventable.
- Public Works employee backed a trailer into the side of a dump truck. Determination: Preventable.

Discussion with Darius Chisholm concerning the Town's safety procedures, incident response actions and employee training.

Discussion about recent OSHA citations at another company.

Debbie distributed a list of required trainings for each department. Many of these trainings can be found online.

Adam stated that the Parks and Recreation department needs locks/tags for lockout/tag-out program. Larry will make sure they have what they need.

Jason stated that there will be a forklift purchased for the new public works facility so employees will need to be trained for that and also they will need a new emergency action plan for the new facility. Debbie and Larry are working on that now.

We need to contact our Fire Marshal Jeff Williams to set up fire extinguisher training. We also need to look into who at the fire department can do our first aid/CPR training this year.

Hearing Tests:

There were 28 employees tested and only 4 had potential issues. There were none who showed confirmed hearing damage.

Tihisha reminded everyone that she needs receipts for the grant purchases and Debbie stated there will be another grant opportunity later this year.

Approval of Minutes:

Motion was made by Artie Craig to approve the minutes from May 24, 2018. Second was made by Jason Patrick and the motion passed unanimously.

The next meeting will be held on July 26, 2018 at 9:00 am.

Meeting adjourned.

---

Debbie Lowery, Safety Consultant

---

Larry Aldridge, Safety Officer