

**TOWN OF HARRISBURG
SAFETY COMMITTEE MEETING
Harrisburg Town Hall
May 24, 2018
9:00 am**

MINUTES

Committee Members Present:

Debbie Rogers Lowery, Janet Rackley, Tihisha Sharif, Adam Abernathy, Larry Aldridge, Daniel Stines, Jason Patrick, Artie Craig, Bryan Dunn

Meeting called to order.

Incident Reviews:

- Public Works employee stopped at the red light coming off of Pharr Mill Road onto Highway 49. A tractor trailer was blocking his vision so he pulled out to make a right turn on red and hit an oncoming vehicle. Determination: Preventable.

Safety Awards Banquet

Several of us attended the Safety Awards Banquet at Cabarrus County Country Club on May 4. Everything was very nice.

Active Shooter Training

We are working to get this training set up in the fall of this year with Cabarrus County Sheriff's Department.

Hearing Tests:

Hearing tests were held yesterday. There were 28 employees tested and everything went very well. Lots of good feedback from the employees.

Emergency Action Plan Training

Public Works and Parks were scheduled for training yesterday, but no one from Parks showed up. They will be rescheduled.

Other:

- Debbie distributed SDS Sheets/SDS Books Instructions sheets that she created to help everyone know exactly how to maintain these.
- Congratulations to the Fire Department for having no incidents to review this month.
- Debbie reviewed code words used by OSHA: Frequently and Regularly. When speaking about inspections, frequently is defined as monthly, and regularly is defined as annually. So ladders, for instance, should be inspected frequently (monthly) with the exception of fire service and fixed ladders. An inspection form for ladders was distributed to the committee.
- The concession stand has now been inspected.

- We will need a new Emergency Action Plan for Public Works next year as they will be moving into their new facility.
- Debbie will provide a list of all required training for each department and it will include the required frequency as well.
- Each department will be responsible for having new employees sign Hazard Assessments and turning them in to Human Resources.

Approval of Minutes:

Motion was made by Larry Aldridge to approve the minutes from April 26, 2018. Second was made by Jason Patrick and the motion passed unanimously.

The next meeting will be held on June 28, 2018 at 9:00 am.

Meeting adjourned.

Debbie Lowery, Safety Consultant

Larry Aldridge, Safety Officer