

**TOWN OF HARRISBURG
SAFETY COMMITTEE MEETING
Harrisburg Town Hall
November 30, 2017
9:00 am**

MINUTES

Committee Members Present:

Debbie Rogers Lowery, Tihisha Sharif, Janet Rackley, Boone Linker, Artie Craig, Tom Polito, Adam Abernathy, Larry Aldridge, Jason Patrick

Committee Members Absent:

Atrie Craig, Boone Linker (arrived at the meeting near the end)

Meeting called to order.

Old Business:

Larry has completed the Hazard Assessments for Public Works and Parks and Recreation and did a great job with them. We still need to get the ones for the Fire Department completed.

Incident Reviews:

Review of incidents for the current fiscal year to determine preventability:

- Public Works employee was stung by an insect, his arm swelled up and he had to seek medical attention. Determination: Non-preventable.
- Firefighter/EMT assisting with a drug overdose victim, administering Narcan – patient became combative and spit on the firefighter/EMT. Determination: Non-preventable.
- Parks and Recreation employee got out of Town vehicle and slammed the door on his hand. Determination: Preventable.
- Public Works employee climbing up on truck that had an air compressor hooked to the back of it, slipped and fell. Employee was climbing on the tongue of towed apparatus when he slipped off. Determination: Preventable – employee should be more cautious with their footing. Public Works will also look at putting some non-slip tape on the trucks.
- Parks and Recreation employee hooked up light tower trailer to truck, says he checked it twice, pulled on it twice to make sure it was secure. It was not hooked up correctly and came loose when he was pulling it. Property damage occurred. Supervisor was asked to make sure the employee was trained, or re-trained on hooking up trailers. Incident happened on a Saturday, then happened again on Monday, but there was no damage the second time. There are conflicting accounts about whether or not this employee was re-trained before the second incident occurred. Part of the responsibility for these incidents falls on the supervisor for not making sure the employee was properly trained. Determination: Both incidents were Preventable.

- There are several other incidents to be reviewed, but they are all involving Fire Department employees so we will wait until our next meeting to review these.

NCLM Safety Grants:

The Town is eligible to apply for two safety grants from the NCLM each year – you can spend up to \$10,000 for each and will be reimbursed \$5,000 for each if you receive the grants. Debbie distributed literature explaining the eligible equipment and services the grants cover, as well as those that are ineligible. We will send this information out to all department heads and get their wish lists with costs involved. The committee will discuss these at our next meeting and prioritize them to determine what we will apply for. When submitting the applications, we will need the costs and pictures of the items being requested to better our chances of receiving the grants. Shipping costs can be added as part of the re-imbusement, but taxes cannot.

Safety Rechecks:

The safety rechecks have all been done and a lot of the corrections have been made. There were still some issues at the Fire Department that need to be corrected. Public Works did a great job. The equipment that still has an issue there has been disabled until a permanent fix can take place. Tom Polito stated that may wait until they get into their new building, but the equipment will remain disabled until that time. There is one incandescent bulb in the shop that needs to be replaced with a fluorescent one, as an incandescent bulb there can be a fire hazard if a breakage occurs. Parks and Recreation only had the electrical issue left and Adam Abernathy stated that this issue was resolved as of yesterday. Town Hall did a great job. Boone Linker went above and beyond with resolving the issues there. The YMCA has resolved all of their issues, but the Library has done nothing with their list yet. The Town is only responsible for the exterior maintenance of that building and the County is responsible for the interior. All issues were on the interior so Adam will contact the County to make sure they are aware of the issues. Human Resources will send out an email to department heads that still have issues to resolve and have them send proof of completion.

Safety Awards:

NCDOL offers safety awards each year to departments with injury rates under a certain level for their industry. Applications come out in February of each year and Debbie will take care of the application process for us. Departments must have at least 10 people to qualify for the awards. They hold a banquet to present the awards, and Tihisha stated that she puts money in the budget for the committee to attend the banquet.

The next meeting will be held on January 25th at 9:00 am.

Meeting adjourned.

Debbie Lowery, Safety Consultant

Larry Aldridge, Safety Officer