

**TOWN OF HARRISBURG
SAFETY COMMITTEE MEETING
Harrisburg Town Hall
October 26, 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

Meeting called to order.

Discussion held concerning the Accident/Incident reporting forms and process. All accidents/incidents should be reported immediately to the HR department, and all reporting paperwork and information must be turned in within 24-48 hours. This timing is very important due to the need to authorize treatment for anyone who may need it, as well as required reporting to outside agencies. The HR department will notify the appropriate safety warden to begin their investigation. The safety warden should conduct a thorough investigation to determine whether the accident/incident was preventable or not, as well as assessing the situation/area to determine if there is anything the Town can do to help prevent another occurrence. These forms are for internal use only. Contractors should handle their own incidents, but you can ask them to report them to you just so you are aware of them.

The Safety Inspections are done now and everyone should have received their reports. All reported they are working on the lists of necessary repairs/resolutions. Tihisha stated that Bryan Dunn has the one for the Fire department and she will forward a copy of it to Artie Craig so that he can manage it.

Debbie stated that rechecks will be done on November 7th.

Tom Polito asked about the press in the maintenance shop that wasn't called out by OSHA when they were here, but was in the new inspection Debbie did. It is a pretty expensive fix and he doesn't have the funds budgeted this year to cover it. He really does not want to make something to fix it in house because it would not be certified and if something happened we would be liable. Debbie feels that it is probably okay to make something for now. Tom asked for the OSHA standard that addresses machine guards and she agreed to send it to him.

Debbie then went over some of the specific issues she found during the safety inspections.

Tihisha introduced Adam Abernathy, the new Park Superintendent, and explained to him that we are just getting started in the process with our new Safety Committee and working to get everyone in compliance.

Adam reported that everything on the Parks list that can be done in house has been completed.

Larry pointed out that the oft still needs to be cleaned out so that Public Works can get their part done there as well.

Debbie stated that next year there will be no advanced notice of the safety inspections, but it is not to try to “catch” people doing wrong, it is just to see what is going on during a normal working day. That is how OSHA inspections work as well, no notice is given. She expects that next year there will be a lot fewer issues than there were this year.

Debbie showed an example of a Job Hazard Assessment and explained how they work. She is going to create them for each of our positions. We will give everyone a copy of theirs and have them sign a copy for us to put in their personnel file as well.

Larry, Jason, and Adam attended a Silica Standard update yesterday. There are some changes in the requirements for working with this substance. At a certain level of exposure, there must be an integrated water delivery system that showers the work area to prevent the dust cloud that presents a safety hazard and could require the use of respirators. OSHA will be traveling around looking for those dust clouds to enforce this. We need to have a written work plan, an integrated water delivery system, and a competent person who can shut the job down in the event of the dust cloud forming. Debbie will send out Table 1 from the OSHA standard that addresses this.

Tihisha asked Larry to make sure Boone was included in all of their safety training sessions.

The Fire Department can do our fit tests for respirators. Our goal is to keep everyone out of respirators if at all possible.

Questions were asked about when working with concrete, just pouring it into a wheelbarrow, and Debbie stated that she will get clarification from OSHA.

Debbie discussed some examples of OSHA inspections in other businesses and the fines they imposed for violations they found. If they fine you for something repeatedly, by the third time the fine is 5 times what it was the first time. Can get really expensive very quickly.

Question was asked about a fire extinguisher we have that is mounted above a countertop, and Debbie stated that it must be moved. There can be nothing under or in front of the extinguisher. If you have spare fire extinguishers, they must be labeled as spares, and not mounted like the required ones.

Discussion of cords or other items being zip-tied to a pole or other surface. Debbie stated that we cannot do this because OSHA looks at it as a permanent fixture then because it is not easily removable. Example is a surge protector – there are holes in the back of it that you can use to mount it, but then you can just lift it off if you need to remove it. OSHA will fine you for having things like this zip-tied to surfaces.

Debbie is going to review our DART rates for 2014, 2015, and 2016 so make sure we are not looking at an upcoming inspection by OSHA for this.

There are some safety grants available, but they are not granted for anything that OSHA requires. You can apply for them for things that go above and beyond the requirements. If you are approved, you must pay for the project/items and then you will be reimbursed up to 50% depending upon your premiums.

Debbie reminded everyone that you cannot store items underneath staircases – this can be a fire hazard.

Fire department can do our required Blood borne Pathogens training, but not the Hazard Communications. Larry has a Power Point training on Hazard Communications that Debbie is going to take a look at to see if we can use it.

Tihisha stated that Joe Yowler has expressed some interest in helping with the Blood borne Pathogens trainings.

We need to prepare some emergency evacuation plans for all departments, and Debbie will gather information for those during the safety rechecks on November 7th.

Reminder to send all completed accident/incident reports, monthly inspection reports, fire extinguisher inspection reports to HR department.

Reminders to each department that they must designate a key person in their department to be responsible for the SDS book. Make sure they know they are in charge of this and that everyone reports to them whenever any new chemical or supplies are purchased that will need an SDS.

Tihisha stated that it would be a good idea to get a couple more committee members from the Fire department, maybe one from each shift, so that Artie would not have to shoulder the whole burden and we could get more involvement from that department as well.

The next meeting will be held on November 30th at 9:00 am.

Meeting adjourned.

Debbie Lowery, Safety Consultant

Larry Aldridge, Safety Officer