

At 9:00 am the meeting was called to order in the main floor of the Fremont Town Hall. Present were Heidi Carlson, Town Administrator (FF/EMT-I); Jeanne Nygren, Selectmen's Office; Leon Holmes Jr, Highway Department; and Richard Rand, Buildings Maintenance and Grounds.

Carlson outlined an inspection visit from Inspector Roy of the NH Department of Labor on Tuesday August 28, 2012. The Town was cited for insufficient Safety Committee meeting compliance. Copies of the NH Labor Administrative Rules for Health and Safety (LAB 1400) and A Guide for Developing a Written Safety and Health Program and Lab 600 Rules were presented to the Town. Copies of the LAB 1400 rules were made for all members present today and will also be distributed to the other Department Heads.

On Thursday August 30, 2012, the Department received a complaint and visited Fremont again. Inspector Roy cited the Town for a police officer who was flagging on Route 107 but did not have the necessary STOP/SLOW paddles. The paddles were retrieved for the officer's use that day, and the Town immediately ordered additional sets for the Police Department and one set for the Highway Department. LAB rule 1400.21 was reviewed to assure that the Highway Department knows what constitutes compliance. All Safety Committee members present were asked to review the LAB 1400 document and note areas that the Town should address.

The Safety Committee also needs some other designees, so that a quorum can be present for all future meetings. The Policy needs to be reviewed and amended on a regular basis, and this will be completed shortly, and completed when Inspector Roy returns for the building inspections on November 19, 2012.

Guidelines were set as follows:

1. The Committee is to meet quarterly. Members of Fire Rescue Department and Police Department will also have representation at future meetings.
2. Each department is requested to do an overview of their units and buildings in regards to safety equipment updating according to State specifications.
3. A walk through will be done on all buildings to point out defective areas that need adjustment to be in line with safety requirements. This will be done by Committee members and Department members using checklists and guidelines as presented by the NH DOL and the Town's worker's compensation carrier, NH Primex.
4. Accidents and claims will be reviewed at each quarterly meeting. Suggestions on how to prevent future accidents will be discussed.

There was discussion about the three claims filed since January 2012. This includes an EMT with a bite exposure; an EMT with a potential bloodborne exposure; and a fall. Items to be addressed include protective clothing (ie: long pants) for the Fire Rescue members (and it was acknowledged they are responding from home or the road); and clearing any hazards in the work areas of the Library.

Holmes will pick up additional safety vests at Chappell Tractor, where the Town has an account. Carlson will order additional first aid kits for ancillary buildings, and a survey will be done to insure that all of the seasonal workers have enough ear protection. Additional signs will be ordered for summer mowing operations that say ROADSIDE MOWING AHEAD.

Fire Chief Butler is working on additional fire extinguishers for the Highway shed, and seasonally one will also be placed in the cemetery shed. Smaller units will be investigated to see about their use on the lawn tractors.

Cemetery workers will be reminded they must wear vests when working adjacent to the roadway.

There are some shrubs that need to be cut back (and will actually be fully removed) from the front entry of the Town Hall so that the light properly shines on the stairway; and there is a granite curb that needs to be cut down at the Library to avoid a trip hazard. Holmes and Rand are working on completing these items.

David Witham (Primex) will be coming to Fremont on Tuesday September 4, 2012 to meet with Carlson and Nygren and provide additional information on the regulations and guidelines and assist the Town in how to improve our safety program and operations.

The next meeting date will be put together for September, to keep caught up with the items which need review and updating.

The meeting closed at 10:05 am.

Respectfully submitted,

Heidi Carlson  
Town Administrator

Copies: Distributed to all attendees

- Highway
- Fire Rescue
- Police
- Library
- Parks & Rec