

The Fremont Safety Committee met at 2:00 pm on Tuesday November 13, 2012 in the basement meeting room at the Fremont Town Hall. Present were Building Inspector Bob Meade; Town Administrator (FF/EMT-I) Heidi Carlson; Dick Rand, Buildings and Grounds, Detective Shawn Carlson, Fremont Police Department; Selectmen's Office representative Jeanne Nygren; Librarian Bethany Brace; and Highway Department representative Leon Holmes Jr.

Copies of the meeting minutes of August 31, 2012 had been previously distributed and are available on line on the Selectmen's page of the Town website if anyone wants to review them.

Carlson updated the Committee on the meeting held with David Witham of Primex on September 4, 2012. A Flagging class will be held in Fremont for Police and Fire Rescue members (and one Highway employee who could not attend the Auburn class on October 16, 2012). The Fremont class will be instructed by Primex and take place on Monday November 19, 2012 at 6:30 pm at the Fremont Safety Complex.

Updates from the last meeting were provided as follows:

- Safety Vests have been purchased and distributed to Cemetery employees.
- Signs have been purchased for "Roadside Mowing Ahead" and are at the Highway Shed.
- Copies of the LAB 1400 rules have been provided to all Department Heads. Copies were handed out today to everyone present at the meeting as well.
- Additional fire extinguishers have been acquired for the Highway Shed. One more still needs to be ordered with the pending inspections.
- Jeanne Nygren is scheduling fire extinguisher inspections.
- Shrubs have been removed from the front of the Town Hall.
- Paddles have been purchase for the Police Department (two sets); and one set is in the Highway truck as well.

It was reported that the only incident since the last meeting was a potential exposure (bloodborne) with no lost time.

Heidi Carlson also reported that the Town has paid one \$100 fine to the NH Department of Labor (for violation of Safety Committee meetings); and has asked for a hearing on the second fine regarding lack of paddles for traffic control. The Town was visited by a labor inspector and a violation was noted for lack of traffic paddles at a police detail. The officer was provided with paddles (loaned from a neighboring town) within an hour; and the Town then ordered paddles (two sets for the Police Department and one set for the Highway Department). They have all been placed in service.

The NH Administrative rules are silent regarding fuel storage, but Primex has referred the Town to OSHA, quantities of flammable liquid in excess of 25 gallons shall be stored in an acceptable or approved cabinet. The cabinet is on order for the Recreation maintenance building, and a determination needs to be made on what is needed at the Highway Shed. While the Town is not subject to OSHA, our insurer has indicated that the OSHA guidance is a reasonable standard to follow. Thus, a chemical storage and fuel storage cabinet are on order for the Parks & Recreation Maintenance building.

The Committee split into smaller groups to other Town Buildings for inspections. Brace and Nygren went to the Library; Holmes and Rand to the Highway Shed; and Meade and Shawn Carlson to the Police and Fire Station. Carlson will work on the Town Hall and took care of the minutes of the meeting. Rand

will get together with Parks & Recreation representative Jon Benson yet this week to go through the Parks & Recreation maintenance building.

Sample checklists were used for the building inspections. Some building layout maps still need to be done, and the emergency numbers added to them as well. There is a focus on all housekeeping items, as well as any safety issues that need to be corrected.

It was noted that new labor law posters have been obtained and are installed at the Safety Complex, Town Hall and Library.

Heidi Carlson advised that she would continue to work on the Safety Policy as well, for the Selectmen's final review this week.

Additional needs noted:

- Additional First Aid Kits for buildings
- An additional fire extinguisher at the Highway Shed
- Move portable generators from the Safety Complex location
- Move desk at the highway shed to be further away from electric panel
- Fix Library entry (with cold patch or chipping at the curbing)

The meeting at the Town Hall concluded at 3:00 pm and individual inspections took place at the buildings for the duration of the afternoon.

Respectfully submitted,

Heidi Carlson
Town Administrator

Copies: Distributed to all attendees

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