

Joint Loss Management Committee Meeting  
June 8, 2010

Members Present: Diane Boyce, Jodi Pinard, Rob Hebert, LeeAnn Chase, Phil Arnone

Absent: Liz Dionne, Mike Hoisington, Steve Agrafiotis, Dennis Desrochers

The meeting began at 1:30. Jodi motioned to accept the minutes from the meeting held on April 6<sup>th</sup>. The motion was second by Rob. All in favor.

Diane passed out copies of the new Municipal Safety Program she is working on. She asked the members present to go over it for their input. The plan will include forms for written warnings, suspensions, employee safety responsibilities, safety orientation and incident/near miss investigation report. Diane is still working on these. She thinks that the new plan will be more user friendly.

The Committee then did an inspection of the Highway Department.

The next meeting will be on August 10<sup>th</sup> at Town Hall.

The Committee adjourned at 2:30.

JOINT LOSS MANAGEMENT  
HIGHWAY DEPARTMENT INSPECTION  
JUNE 8, 2010

The Committee did an inspection of the Highway Department. Josh Lecroix and Mario Desaulniers, highway mechanics, assisted in the inspection.

A checklist is attached. The following are areas that need work or changes:

*Record-keeping – disciplinary procedures for violations of your safety and health rules:*  
A new policy is being worked on and procedures will be included in the disciplinary section.

*Medical and First Aid: Are emergency phone numbers posted?*  
Emergency phone numbers will be posted.

*Fire Protection: Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?*  
The Committee will contact the fire department and have a workshop.

*Personal Protective Clothing and Equipment : Are approved respirators provided for regular or emergency use as required?*  
One mechanic has a respirator for his own use. It is suggested that another respirator be purchased for other employees in case of emergency.

*Portable Ladders: Are employees instructed to face the ladder while ascending or descending?*  
The Committee will check to see if LGC offers any ladder safety or any pertinent workshops.

*Machine Guarding: Is there a training program to instruct employees on the safe methods of machine operation?*  
The Committee will check to see if LGC offers any machine operation training program to include Lock-out Tag-out.

*Exiting or Egress: Is the direction to exits, when not immediately apparent, marked with visible signs?*  
Direction arrows needed

*Spraying Operations: Are “No Smoking” signs posted in any spray area or booth?*  
No smoking signs will be posted..

*Are drums of flammable liquids grounded and bonded to containers when dispensing?*  
Barrels will be grounded and bonded.

*Hazardous and Toxic Substances:*

There are several areas here that need to be addressed. As Hazardous Waste Coordinator, Diane Boyce will gather information regarding “Worker’s Right To Know Law” and will assist in putting together an MSDS (Material Safety Data sheets) area and book for the facility. Also addressed will be the personnel protective equipment which is available.