

MINUTES (DRAFT)

Warner JLMC (Safety Committee) Meeting

March 23, 2022 (for 1st quarter)

8:30 am in Warner Town Hall, Main Hall

PRESENT: Nancy Ladd (Director, Library), Diane Ricciardelli (Town Administrator), Theresa Buskey (WPD), Janice Loz (Land Use/Town Hall), Deb Moody (DPW)

ABSENT Ed Raymond (Deputy Chief, WFD), Don Hall (Transfer Station)

1. Election of 2022 Chair:

Motion by Diane to elect **Theresa Buskey (WPD) as JLMC Chair for 2022.** Seconded by Nancy Ladd, **Motion approved.**

Nancy Ladd agreed to be note taker for this meeting.

2. Meeting minutes from 11/17/21: Typo on Janice's name corrected.

Motion to approve Minutes: moved by Nancy, seconded by Diane. **Motion Approved.**

3. Incident reports : None since November.

4. Other safety concerns/ old business:

Lighting on steps from side entry down to lower level seems dim and not always turned on.

Action: Diane will ask Tim Allen (DPW) about installing a motion-sensor light and/or a brighter lamp.

5. Safety Policy review/update from 2021:

Selectmen's agenda of 3/29/22 will include discussion on suggested updates of adding required **new section on Workplace Violence**, and a correction to labor law #1403.4 (**should be 1403.08.**)

Diane will distribute a link to the updated Safety Policy (2019 plus 2022 addition) to the Department heads and ensure all employees sign acknowledgements of seeing the updated policy.

6. Safety Training:

A. Fire extinguisher practice for Town Employees – **Deb will ask Paul Raymond** of DPW and FD to schedule in Spring, and locate the stash of outdated Extinguishers Tim Hayes saved for training.

B. AEDs and CPR Training.

Adding an AED unit at TRS – Diane is in process of purchasing via NH DoS, and is waiting for the Hospital to approve. Bill Wood of DoS can do a group AED Orientation (free).

CPR layman training for Town employees: Chris Smith can do April 21 and/or 22 at 9 am. All Town Employees invited - \$15 fee to be paid by Town (also paid time). PD and FD not needed. Nancy will send a link to a signup form to Dept. heads.

C. Other training:

Interest was expressed in a review of the recording or a repetition of the PRIMEX webinar on Dealing with Difficult People. Nancy will find out if the recording is still available to view and if not, arranging for a new session.

Reminder of offerings from PRIMEX. Employees (and supervisors) can create a log in account at <https://nhprimex.org> to access trainings easily, and to see Safety bulletins

7. Workplace safety Improvements

Sprinklers: Town Hall sprinkler installation is progressing slowly. Work was being done this week.

8. Other Health and Safety Topics

A. Covid 19 precautions: Mask mandate in Town buildings will be discussed by BOS next week. Consensus among employees is that optional use of masks is acceptable at this time.

9. B. Tick season has begun – Caution is urged during outdoor work especially leaf and brush cleanup. Tick-borne diseases now includes several deadly viruses that can be transmitted within 15 minutes of a bite, so vigilance including frequent checks, protective clothing / spray protocols are recommended.

10. Next Meeting – 2nd Quarter (April-June):

Wednesday May 18 at 8:30 am suggested.

11. Adjournment

Motion by Diane seconded by Janice. **Motion Approved.**

Notes submitted by Nancy Ladd

PREVIOUSLY DISCUSSED Changes to the Safety Program RECOMMENDED for BOS review:

In section III - Safety Procedures and Programs, THE BBP annex is listed as 1403.4 and **it should be 1403.08.**

In addition, the NH-DOL now requires a “Workplace Violence Policy” to be contained within your safety program. **Sample workplace violence template from Primex provided with Town Of Warner inserted, for BOS review and implementation should you choose to do so.**

PRIMEX also recommend you review all the COVID-19 related resources available on website at www.nhprimex.org. Feel free to include any of that information in the safety program if you wish. Currently, that is not required by the NH-DOL to be included in the safety program.

“As in all cases when new policies are contemplated, we would recommend that you carefully edit the template to best suit the needs for the Town of Warner. Prior to final implementation we also suggest that the BOS and perhaps the Town’s Legal Counsel review the policy as needed.”

Philip E. St. Cyr, RMS Consultant-Primex in 2021 email pstcyr@nhprimex.org 603-225-2841 ext. 105