

Town of Kittery Safety Committee Minutes  
Thursday, November 5, 2015 at 10:00 a.m.

- Attendance:  
  
Allyn Hutton  
Steve Stilphen  
Wendy Collins  
Gary Eaton  
David O'Brien  
David Rich  
Betsy Oulton
- Discuss Leader Action Plan dated 10-14-15
  - Discussed the Action Plan from MMA. We went from a 2 to a 4, which is very good. We improved greatly from last year. The Harbormaster and assistants need full safety training and programs to be put in place. Betsy assigned Safety Works to work with the Harbormaster to be in compliance by 12-30-15. Betsy and Harbormaster will meet on November 18<sup>th</sup> to go over the Town Hall Emergency Action Plan.
- Review claims data from July 2015 through October, 2015
  - Discussed claims and push continued education per department
    - Educate each department on a regular basis regarding safety and how injuries affect quality of life and costs to Town. Some ways are as follows: Daily pre- job briefs for Sewer and DPW; Roll calls for PD should discuss safety and ensure all officers have the right PPE for the shift; school – Member of Safety Committee speak at monthly building staff meetings to discuss ways to prevent injuries
- Update on SDS rollout
  - All employees must have the Global Harmonization training
  - All manufacturers must have their products labeling in compliance by 12-31-15
  - All employers must have all the required products with new labels by 7-1-16.
  - Discussed obtaining a software program to handle this Town Wide – Betsy to f/u on obtaining information on these programs
- Create safety goals for 2016
  - Betsy handed out a document which discussed the general functions and tasks of a safety committee, and we came to an agreement that our goals for next year will be:

- Aim for a modification rate of .85
  - Continue to have a member of each department complete the monthly audits and the ladder safety checks – include other employees to assist with these monthly audits so that they can become aware of what we are looking for and they can, in turn, assist and make others aware of safety as well
  - Do periodic inspections of other departments and identify any items that need to be addressed
  - Create a recognition program
  - Add safety as part of performance reviews (for now this will be part of DH reviews)
  - Continue to review all near miss and claims every quarter
- Adjourn