

Minutes
Hermon Municipal / School Department
Safety Committee
July 25, 2012
Hermon Public Safety Building

“The mission of the safety committee is to reduce accidents by establishing and promoting the health, safety, and welfare of all employees by continuing to create and maintain a safe work environment.”

Attendance: Rhonda Byers, Patti Duran, Ray Pipes, Annette Merrithew, Roger Raymond, Brent Slowikoski, Bryan Higgins

1. Review minutes of the March 15, 2012 meeting-
Motion was made by R. Byers / Patti Duran to approve the minutes from March 15, 2012 as written – no discussion on the motion – unanimous
2. Review of claims / reported incidents to date for 2012-
R. Byers stated that that there had been a few minor incidents with no time loss within the School Department.
R. Grass stated that the Town Departments had been free of injuries for this reporting period.
3. Discuss list of supervisory reviews of written safety policies and what documentation is needed when doing annual reviews-
Discussion took place on the need for a supervisory annual review of written safety policies, Hazard Communication policies as well as a need to review existing MSDS index's to assure that they are current with products being used by the departments. The Supervisor that is reviewing the policies shall also document their review with name and dated of review.
4. Rachel Grass, Finance Director - Updates as needed
Note: Rachel was not in attendance
5. Questions and concerns-
Fire Chief Pipes stated that he had contacted Safetyworks (Maine Department of Labor) for a voluntary inspection of the Fire Department and that Scott Perkins had shown an interest in getting the Public Works included in that inspection. Annette will speak with Scott and set up the Town Office as well.
6. Set next meeting date – no date was set
7. Adjourn-
Meeting adjourned at 9:00am

Respectfully submitted,
Annette M. Merrithew