

Minutes
Hermon Municipal / School Department Safety Committee
September 20, 2015
8:30am

“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.”

Members present: J. Davis, B. Higgins, R. Grass, R. Pipes, A. Merrithew, S. Perkins

1. Minutes – Motion was made by R. Pipes / B. Higgins to approve the minutes from 01/21/2015 as written

2. Review of claims / reported incidents as of 01/21/2015
Rachel Grass- Town Employees- one incident that did not result in time loss

Rhonda Byers- School Employees

a. Discussion on any incidents and what can be done to prevent them in the future
Discussion took place concerning the upcoming winter months and what could be done differently to help with the slips and falls from snow and ice conditions- R. Grass stated that improvements are slated for the entrance ways to the Town Office as well as one at the Public Safety Building – the handicapped entrance to the Town Office will be a heated ramps, however, the employee entrance will still have the ice and snow problem for employees who arrive early. S. Perkins stated that they will keep a better watch on the Town Office and hopefully get it plowed, shoveled and treated before employees arrive to help avoid any incidents.

3. Discussion and review of the committee's “Mission Statement”
Annette explained that Robert Thomas, MMA stated that the mission statement should be approved by the Council and School Committee as a formal statement use by the committee. It was the consensus of the committee present that the mission statement should be forwarded to the Town Council and School Committee for review by each and a vote taken to approve the wording as written as a formal statement of the Safety Committee

4. Rachel Grass, Finance Director - Updates as needed
Nothing for this meeting

5. Questions and concerns- none

6. Set next meeting date – Annette will set meeting dates for the next year and get them out to committee members in hopes that everyone will mark their calendars and be available to attend the meetings in the future.

7. Adjourn- meeting was adjourned at 9:30am

Respectfully submitted,

Annette M. Merrithew