

Health & Safety Committee Meeting
May 5, 2010
9:00 – 10:00 A.M.

Committee Members Present

RJ Elrick, Chair
Todd Blow, Vice-chair
Steffanie Bourque, Clerk
Bill Dritschilo
Brian Sanderson

Other Guests Present

None

Agenda Items

I. Call to Order

The meeting was called to order at 9:00 a.m.

II. Appointment of Committee Chair and Vice-Chair

Todd Blow made the motion to appoint RJ Elrick and Todd Blow as the Chair and Vice-chair, respectively. The motion was seconded by Bill Dritschilo and unanimously approved.

III. Review of Committee Bylaws

The Committee reviewed the draft bylaws. Changes were made to the frequency of workplace inspections, membership, and safety log. Workplace inspections will be conducted on a semi-annual basis in the spring and fall, instead of quarterly. Membership will consist of five (5) voting members, including one (1) clerk, instead of five (5) voting members and one (1) clerk. Meeting minutes will serve as the log of all employee concerns, instead of maintaining a separate safety log. Revised bylaws will be reviewed at the June 2, 2010 meeting.

With regard to the workplace inspections, the Committee noted a need to develop an inspection form and schedule for facility inspections. It was suggested that West Rutland may have a form template. These items will be discussed at the September 1, 2010 meeting.

The Committee envisions developing a safety checklist for each facility as a result of the inspections.

The Committee agreed that it would be a good idea to review all of the most recent loss control inspection reports to get a sense of existing safety concerns. These will be reviewed at the June 2, 2010 meeting.

IV. Bloodborne Pathogen Policy and Annual Training

RJ Elrick agreed to take the Fire Department bloodborne pathogen policy and tailor it for all municipal departments. A draft of the policy will be ready for review at the June 2, 2010 meeting.

The Committee is targeting bloodborne pathogen policy training for all municipal employees sometime between late June and early August.

V. June Agenda

The Committee discussed contents for the June 2, 2010 meeting agenda. They agreed there should be a standing agenda item for employee safety/health concerns and injury reporting.

VI. Adjourn

Bill Dritschilo made the motion at 10:00 a.m. to adjourn the May 5, 2010 meeting of the Proctor Health & Safety Committee. The motion was seconded by Brian Sanderson and unanimously approved.