

Health & Safety Committee Meeting
June 2, 2010
2:30 – 3:15 P.M.

Committee Members Present

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

Other Guests Present

Vincent Gatti

Agenda Items

I. Call to Order

The meeting was called to order at 2:30 p.m.

II. Review of Meeting Minutes

Todd Blow made the motion to approve the May 5, 2010 meeting minutes as written. The motion was seconded by Bill Dritschilo and unanimously approved.

III. Review of Committee Bylaws

The Committee agreed to strike the provision for an alternate to attend meetings. Brian Sanderson made the motion to approve the Proctor Health and Safety Committee Bylaws as revised. The motion was seconded by Bill Dritschilo and unanimously approved.

IV. Review Draft Communicable Disease Policy and Exposure Control Plan

The Committee reviewed the draft documents. The policy and exposure control plan were essentially complete. Steffanie Bourque will confirm with the Rutland Regional Medical Center that we can dispose of waste materials at their facility. Todd Blow and Brian Sanderson will complete the section IV tables for the Water, Sewer, Highway, and Transfer Station departments. RJ Elrick will complete the section IV tables for the recreation facilities. These tables exist for the Fire Department.

All remaining items will be completed by June 30, 2010 so the documents can be revised and ready for approval at the July 7, 2010 meeting.

V. Review Most Recent VLCT Loss Control Reports

The Committee reviewed the most recent loss control reports for the fire station, town office, town garage, water/sewer, and pool and rink recreation facilities.

With the 2010 inspections scheduled for the fire station and town office on June 14, 2010, the Committee agreed to delay responding to the last loss control reports for the town office until after the June inspection. Brian Sanderson will review the most recent town garage and pool loss control reports and respond accordingly. Todd Blow/Steffanie Bourque will respond to the September 2, 2009 loss control report for water/sewer.

VI. Employee Safety/Health Concerns

There were no reported employee safety or health concerns.

VII. Injury Reports

There were no reported injuries.

VIII. July Agenda Items

The Committee discussed contents for the July 7, 2010 meeting agenda. In addition to finalizing the Communicable Disease Policy and Exposure Control Plan, the Committee will also review the draft Health & Safety Program manual, schedule the communicable disease policy training with VLCT, and follow-up on any items from the June 14, 2010 loss control inspections at the fire station and town office as needed.

IX. Adjourn

Brian Sanderson made the motion at 3:15 p.m. to adjourn the June 2, 2010 meeting of the Proctor Health & Safety Committee. The motion was seconded by Bill Dritschilo and unanimously approved.