

Joint Loss Safety Management Committee
Meeting Minutes – September 16, 2020

Emergency Management	Rick Bilodeau	Absent
Fire Department	Chief Stewart Yeaton	Absent
Highway Road Agent	Scott Elliott	Present
Library	Nancy Claris	Absent
Police Department	Chief Wayne Preve	Present
Police Department	Gail Quimby	Present
Town Office	Andrea Novotney	Present

Acting Chairman Wayne Preve opened the meeting at 9:00 AM.

Employee Safety Manual

The committee reviewed and discussed the revised Employee Safety Manual. Andrea will present the Select Board with the revised copy for final review before it is distributed to existing employees and new employees going forward. The committee discussed giving employees the option of receiving a paper version or PDF version of the manual and determined it would be the employee's choice as long as they signed off on receipt and that form was kept in their personnel folder.

Quarterly Meetings

The committee discussed the importance of the quarterly meetings. Gail clarified that while a meeting can be cancelled, it must be made up within the quarter it was cancelled, it cannot, for example, be made up at the end of the year.

Benchmark Trainings

Full-time and part-time employees will be asked to complete the online Slip, Trip and Fall training via Primex prior to the next quarterly meeting date. Volunteers can complete the training if they choose to do so. Andrea will reach out to those who were not present at the meeting and provide them with the information they need and completed certificates can be returned to Andrea to file.

Building Inspections

The committee discussed the annual building inspections and set a deadline for completion by the next quarterly meeting. Each department will be in charge of their own inspection. Andrea will reach out to those who were not present at the meeting and provide them with the information they need.

Primex

The committee had a conference call with Phil St. Cyr from Primex to discuss Benchmark Trainings and building inspections.

Next Meeting Date

The next meeting date will be December 2, 2020 at 9:00 AM at the Town Office meeting room. Andrea will send out a reminder two weeks prior to the meeting.

A motion was made to adjourn the meeting. Motion seconded and carried unanimously. The meeting was adjourned at 10:00 AM.

Respectfully submitted,
Andrea Novotney