

Safety Committee Minutes - November 6, 2013

Attendance: Betsy Oulton, Wendy Collins, Janice Grady, Shay Stathoplos, Erich Hysler, George Kathios, David O'Brien, Steve Stilphen

- Lance from MMA will attend Jan 7th meeting
- Betsy read to the committee the Leader Survey from Lance (letter sent to M. Place) – there are a few items that need to be addressed, but otherwise, we are looking good to remain in the “Leader Program”
- Meeting minutes and agenda’s need to be available to all employees
 - Betsy will make sure these are emailed
 - Employees without emails such as KPW will have a central location where these will be posted
- KFD did a great action plan for the DOL - exactly what MMA looking for.
- Eric went to training, “What is a Safety Officer” ?
 - Stressed importance of weekly safety meetings for each department
 - Accident/near miss record keeping
 - Importance of a Safety Committee
 - Job safety analysis
 - Empower employees
 - Let employees know what is expected of them
 - Support of Management
- Betsy and Maryann will meet with the York Hospital Kittery facility to talk about switching from Portsmouth Occ Health to Kittery. Betsy will inform Portsmouth if we switch.
- Schools do a good job with record keeping. Nurses in each school handle reporting.
- Worker Comp Claims-First 10 days need to go to our Occ Health
- Near misses need to be reported. Nurses have been trained in investigation process and follow up. School nurses will assess situations and make recommendations. Betsy sends these forms to MMA and keeps records in HR.
- Safety Works. Wendy would like safety training for the kitchen staff.
- MSDS/SDS Compliance-Every employee is required to be trained by Dec 1. Betsy will put this training on Target Solutions. Betsy will send requirements to us in an email (Safety Works video)
- Betsy will send out safety tips monthly to employees.
- Report was due for DOL by Sept 30th. Some departments asked for extension. KFD met this deadline and did an exceptional job filling out the required forms and providing back up documents. KPD still hasn’t provided the back-up docs
- Town Hall building employees still need to be trained on the Emergency Evac plan
- DOL. We have requested a penalty reimbursement meeting. Department heads are questioning where this revenue will be put. Departments would like the penalty revenue reimbursement to go towards the funds they had to spend to comply.
- Betsy encouraged Shay to work on the health aspect of safety. She suggested a health fair.

Adjourned – Next Meeting, Tuesday morning, December 3, 2013 at 8:00 a.m.