

Minutes
Hermon Municipal / School Department Safety Committee
December 3, 2015
8:30 AM

“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: R. Byers, J. Davis, Annette Merrithew

1. Minutes – Motion was made by R. Byers / J. Davis to approve the minutes from the August 20, 2015 meeting.
2. Review of claims / reported incidents as of 12/01/2015
Rachel Grass- Town Employees- not present
Rhonda Byers- School Employees
 - a. Discussion on any incidents and what can be done to prevent them in the futureR. Byers stated that since she last reported to the committee the school department had 6 reportable incidents which consisted of a cut finger, 2 twisted knees, head injury, fall, carbon monoxide incident involving a bus driver and a fall.
3. Discussion on reporting incidents to the Safety Investigation Committee

Discussion took place concerning the reporting of these incidents to the Accident Investigation Committee for review and appropriate action. Annette will send a memo to all departments requesting that the accident investigation committee be notified of each incident so that they can review the root cause and make a decision on what is the best review for each incident.

4. Rachel Grass, Finance Director - Updates as needed- no present for this meeting
5. Questions and concerns
6. Set next meeting date – next meeting is set for April 7, 2016
7. Adjourn- Meeting was adjourned at 8:45am