Piermont Safety Committee Meeting
Minutes
Thursday, October 26, 2017

The meeting was called to order @ 10:02 a.m. by Chairman Hebert.

**Article 2:** Chairman Hebert checked for a proper quorum: Chairman Gary Hebert, Selectman Randy Subjeck, Public Works; Frank Rodimon & Dalton Thayer, Transfer Station; Abbey Metcalf, BOS Office; Jenn Ruger, Fast Squad; Ellen Putnam. Supv: 3, Employees: 5.


**Article 3:** Approve Minutes from July 27, 2017 meeting.

Chairman Hebert asked if there were any changes and none was given. He asked for a motion to approve the minutes which was made by Randy and seconded by Frank. A voice vote to approve the minutes was given by all members.

**Article 4:** Chairman Hebert explained the purpose of the JLMC IAW DOL Lab 600 and 1400. He stated that the number one reason was; *the identification of work place hazards to prevent accidents and the reporting of accidents and near misses.* He asked if there were any questions and there were none.

**Article 5:** Chairman Hebert advised all members that from January 2017 to present there were no occupational injuries or illnesses reported. He asked if that was correct and all members said there were none.

**Article 6:** Chairman Hebert asked if there were any near misses to report. None were reported.

**Article 7:** Chairman Hebert then discussed the following items:

a. The August 17th DOL Safety Inspection and the report.
   i. JLMC & Safety Program Policy – DOL Lab 600
   ii. Safe Operations Program & General Procedures – DOL Lab 1400
b. The August 23rd DOL Civil Penalty Letter for violations of Lab 600.
c. The August 31st Town Letter to the DOL requesting a formal hearing. He informed the committee of the upcoming Informal Conference on November 6th at 11:00 am in Concord and the purpose of the meeting as it was explained to him.
d. The September 19th, DOL Lab 1400 inspection deficiencies report. He explained that the report was generated from what he wrote down while going around with the inspector. He also explained that there was no civil penalty for violations of Lab 1400 due to lack of authority by the DOL to govern budgetary matters.
e. The October 4th, DOL Letter from the Oct. 19th inspection deficiencies. He informed the Department Heads for the Town of the written response request on how and when the deficiencies would be abated. It was requested by Chairman Hebert that written responses be done and submitted to him by the 13th of November. If a deficiency could not be abated, to inform him why so that could be sent as part of the response to the DOL.
i. Jenn from the BOS office advised that the eye wash stations were ordered today, 10/27.

ii. One of the deficiencies in the BOS office was path of egress to exits had several obstructions. This was due to lack of storage of files. It had been previously discussed by Chairman Hebert, Jenn and the Library Trustees to take over a storage area from the library which was next to the Town Clerks office and then convert a section of the garage for storage to the library. Randy brought up that the town owned a military trailer that could be converted for storage. Chairman Hebert and Jenn stated that would have to be agreeable with the library trustees and brought forward with to the BOS for action.

f. Chairman Hebert also discussed two employee forms to implement. The employee safety orientation and responsibility forms. All were in favor of implementing. Randy advised that these forms needed to be inserted into the Town Policy.

Article 8 thru 16: Chairman Hebert asked if there were any other items for open discussion from all the departments:

Tim from the fire department advised that on 10/25 there was an incident at the fire department. He said one of the garage doors was damaged when it came down on a fire truck. The truck was not damaged. According to Tim the truck pulled forward sticking out of the garage, but the tires did not pull forward enough to activate the electronic eye which is at foot level. Therefore, when the door was activated to go down, it struck the fire truck and continued to push down damaging the door. He said there are doors that have sensors that when the door feels an obstruction, it stops and goes back up. He said they are looking into upgrading the doors and have readjusted the electronic eyes to a higher level.

No one had anything to present from the School, PD, Fast Squad, Transfer Station, Public Works, EMD, BOS Office and Selectman.

Article 17: Chairman Hebert asked if there was any other business and none was given.

Chairman Hebert advised the next meeting is scheduled for January 25, 2018, at 10:00 am, at the Old Church. The meeting was adjourned by Chairman Hebert at 10:35 a.m.

Respectfully submitted,

Gary Hebert  
Chairman, Safety Committee  

Agenda attached
1. Bring to order – open meeting

2. Check attendance for proper quorum. Dept. of Labor (DOL) Lab 600 -

3. Approve July 2017 minutes.

4. Purpose of JLMC IAW DOL Lab 600.

5. Accident reports – Jan 2017 to present - None.

6. Accident near misses to report.

7. Discussion –
   a. 8/17/2017 – DOL Inspection report
      i. JLMC & Safety Program Policy – DOL Lab 600
      ii. Safe Operations Program and General Procedures - DOL Lab 1400
   b. 8/23/201 – DOL Civil Penalty letter – for violations of Lab 600
   c. 8/31-2017 – Town letter to DOL requesting formal hearing
   d. 9/19/2017 – DOL Lab 1400 Inspection Report – w/deficiencies report
   e. 10/4/2017 – DOL letter for Lab 1400 deficiencies from 9/19/17 inspection – DOL request for written response regarding town's abatement of deficiencies Dept. Heads have received a copy of the deficiencies report.
      i. Abatement status for Lab 1400 Violations – Refer to Lab 1400 Procedures
   f. Employee safety orientation form.
   g. Employee safety responsibilities form.

8. PD – Open discussion.


10. Fire Department – Open discussion.


13. EMD – Open discussion.

14. BOS Admin – Open discussion.

15. Selectman – Open discussion.

16. Any other business.

17. Adjournment – Next meeting date: January 25, 2018, 10:00 am.