

Brunswick Sewer District

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SAFETY COMMITTEE MEETING MINUTES OF AUGUST 13, 2013

Present: Jen Nicholson, Rob Pontau, Aaron Temple, Bonnie Shippen, Wes Wharff and

Absent: Dan Munsey, Greg Thulen

Call to Order: The meeting was called to order by Jennifer Nicholson at 2:38 p.m. Eastern Standard time; at the Admin Board Room, Brunswick Sewer District, 10 Pine Tree Road, Brunswick, Maine. A prepared agenda was noted.

Minutes: The members reviewed the minutes of the April 23, 2013 regular Safety meeting. Wes Wharff made a motion to approve the minutes. Rob Pontau seconded the motion. The motion was approved (5-0).

Old Business:

- a) Wellness: Rob Pontau questioned if this needed a budget? Lisa True has most of the information and she wasn't at this meeting so it was decided to table for now.
- b) One Plan: Wes Wharff noted that he didn't believe anything had been done about a One Plan. Rob Pontau noted he is working on the strategic plan and requested tabling the One Plan until December or early next year.

Review of Accidents: There were no injuries, accidents or open files to review.

New Business:

- a) Near Miss Form on Tablets: Rob Pontau noted that nothing has been done on this. Wes Wharff questioned what is considered a "near miss"? Rob Pontau noted Lance from MMA came in and did a walkthrough of the plant and was waiting to hear from him.
- b) Confined Space Form: Rob Pontau noted he is trying to get a digital file that can be accessed by employees as well as the Fire Department. Jen Nicholson noted she has a stack of old permits on file in storage that nobody has ever asked to review, but didn't know if we'd still need a paper copy for file after we go digital. Rob Pontau noted that we have an agreement with the Fire Department and should continue to notify them directly and continue to use the current forms.
- c) Scheduling Fire Dept for simulated confined space rescue: Rob Pontau requested Aaron Temple or Dan Munsey schedule this for a Tuesday sometime in September.
- d) Courtesy Inspection with Maine Bureau of Labor: Rob Pontau noted he is waiting until the MMA report comes back.

- e) **Dump Locks:** Rob Pontau noted the grant for the dump locks have been approved and received. Wes Wharff requested Aaron look into a second grant for a tailgate lift for the 2013 utility truck. Wes Wharff noted this is in the budget and he has a price quoted for one. The application just needs to be filled out and sent in.

Agenda Items for Next Meeting: Check on MMA grant and report.

Next Meeting: The next safety meeting to be scheduled in late September.

Wes Wharff made a motion to adjourn the meeting. Aaron Temple seconded the motion. The motion was unanimously approved (5-0). Meeting was adjourned at 2:59 p.m.