

Brunswick Sewer District

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SAFETY COMMITTEE MEETING

MINUTES OF OCTOBER 5, 2011

Present: Rob Pontau, Lisa True, Dan Munsey, Greg Thulen, Jen Nicholson, Aaron Temple

Absent: Wes Wharff

- 1. Call to Order:** The meeting was called to order by Robert A. Pontau Jr., PE; at 2:37 Eastern Standard time; at the offices of the Brunswick Sewer District, 10 Pine Tree Road, Brunswick, Maine. A prepared agenda was noted.
- 2. Welcome and Introductions:** The group introduced themselves. New members were welcomed and the group was excited to get started up again.
- 3. Review of MMA Leadership Review:** Mr. Pontau gave a brief summary of the results from the MMA Leadership review with Ann Schneider. Overall the review went well. There are some issues remaining from 2010, and a few new items added to the list. Further explanation will be provided in agenda item 3. Mr. Pontau noted how lucky the District is to be a part of the MMA Leadership program and to have Ann Schneider as our Loss Control Consultant.
- 4. Discussion of Action Plan and Schedule / Assign Tasks.**
 - a. 08-11-01-B Column Hazard** – This will be assigned to Wes Wharff. *Anticipated completion is 10/19/2011.*
 - b. 08-11-02-B Annual Review** – Annual Review. Rob and Dan will be tasked with project completion. Dan will conduct the authorized person evaluation while Rob will track down the sample forms. *Anticipated Completion is 10-29-2011.*
 - c. 08-11-03-B Safety Committee** – Safety Committee will meet bi-monthly on the second Tuesday of each second month, at 2:30 pm. A committee Chair and Secretary will be nominated at the end of today's meeting. See the proposed meeting schedule attached. *Completion is on-going.*
 - d. 08-11-04-B Accident Investigation** – Supervisors will be sure to use approved accident forms and document all accidents and near misses. Lisa True was tasked with obtaining or creating the correct forms. The group discussed the workers compensation claims for 2011. It was concluded that better judgment and extra

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thought would have eliminated the existing claims. The goal for 2012 in zero claims. *This item is complete.*

- e. **08-11-05-B Annual Review of Safety Programs** – This will be conducted at the Safety committee meeting each year in February. Greg Thulen will delegate employees to review each policy and document their review. *Anticipated Completion is February of each year.*
 - f. **08-11-06-B Respiratory Program** – The group concluded that a respiratory program is needed. Respirators are used, albeit rarely. Unfortunately, Rob delegated himself to review the program and ensure medical evaluations and fit testing is completed. Lisa True will handle record keeping. This program will start fresh in 2012, *with completion being March 13, 2011.*
 - g. **08-11-07-B Energy Release Hazard** – The lockout-tagout procedures are complete. *This item is not applicable.*
 - h. **08-11-08-B Training** – Formal equipment specific training procedures and PPE training will be conducted in February of each year, along with all other required training. A formal training schedule will be developed as part of agenda item 6. Tailgate training will continue as usual, with PPE and Lockout-Tagout included to hold us over until February. 3 employees will attend the Safety Works PPE training on October 18, 2011. *Completion is February of 2012, with annual refreshers each February.*
5. **Review of 2011 Accidents:** Completed under agenda item 3-d above.
6. **Update on Safety Policies:** The group will continue with scheduled review, with formal updates for February of 2012. Greg will delegate this work to existing employees, not necessarily on the safety committee. See item 4-e above.
7. **Develop a Training Schedule:** Jen will provide Rob with a list of required training and a schedule of when it is required (annual, bi-annual, etc.). All training will be addressed in February of each year.
8. **Other Business:** Greg Thulen made a motion to nominate Jen Nicholson as Safety Committee Chairperson and Lisa True as Safety Committee Chair. Dan Munsey seconded the motion. **The motion was unanimously approved.** Rob will prepare meeting minutes for the existing meeting and then hand the gavel over to Jen.
9. **Meeting adjourned at 3:30. Have a nice weekend!**