

# Minutes

## Meeting of the Safety Committee May 2, 2018

### Subject to Approval

#### Present:

Lauren Rhines, Paula Carabetta, Barbara Sabiston, Nancy Martucci, Michael Vece, Chris Secondino, Racquel Stubbs, Ian Havens (CIRMA), Myles Morrison (CIRMA), Joey Barbera (CIRMA), Trent Joseph, Guy MacPherson and Ellie Gillespie

**Call to Order:** 10:06 a.m.

**Public Comments:** No one from the Public was present

#### New Business:

- 1. Overview of CIRMA Training Schedule recommendations**
  - a. Workplace Violence – every 2 years
  - b. Sexual Harassment – every 2 years
  - c. Lockout/Tagout – every 2 years
  - d. PPE – every 2 years
  - e. Bloodborne Pathogens – annually (to those applicable)
  - f. Globally Harmonizing – annually
- 2. Job Hazard Analysis**
  - a. CIRMA will provide a mock JHA for review
  - b. Joey Barbera recommended scheduling a day to sit down with department heads to provide input towards the JHA
- 3. Seasonal Safety**
  - a. Chainsaw, poison ivy, etc. should be done now
  - b. CIRMA will provide a training kit (CD)
- 4. Claims Reporting Policy**
  - a. Lauren introduced herself as the new Risk Manager and provided a brief overview of what she's currently working on
  - b. Webmaster is finalizing Risk Manager webpage and hopes to have it up and running in the near future
  - c. Lauren has an updated policy drafted and expects it to be finalized soon
  - d. Supervisors, residents, etc. will be able to file a liability claim online eventually

**Old Business:**

1. The Director of Emergency Services was unable to be present, but he expressed the need to schedule an upcoming emergency evacuation drill for Town Campus. The committee agreed to consider a few potential dates for this July via email.

**Other Discussion**

1. None

**Adjournment:**

Motion to adjourn made by Lauren Rhines, seconded Paula Carabetta.  
Meeting adjourned at 10:47 a.m.