

DRAFT MINUTES

Please be advised these minutes are draft and subject to amendment by the committee.



Town of Henniker Safety Committee Meeting Thursday August 10, 2023 9:00am Henniker Town Hall

Management Employees Present: Diane Kendall, Town Administrator; Marc Boisvert, Transfer Station Superintendent; Deb Aucoin, Clerk/Tax;

Employees Present: Joe Walsh, Chairman and Fire/EMS representative; Helga Winn, Town Office representative.

Recording Secretary: Diane Kendall

Guests: None

Joe Walsh called the meeting to order at 9:00am.

1. Continued Business:

- a. The committee reviewed the Primex Joint Loss Management Committee Guidelines. Discussion ensued. The committee will schedule the Primex Loss Prevention representative to attend a future meeting.
- b. The committee reviewed the Employee Safety Program and discussed Appendix B New Employee Orientation Checklist. Managers and Supervisors should be made aware of the checklist to incorporate into regular onboarding with new hires.
- c. Deb Aucoin mentioned the Committee adopted amendments to the policy in 2022. TA Kendall wants to ensure that employees receive the most recent version of the program when they are onboarded.

2. New Business:

- a. The committee agreed to postpone the inspection of the Transfer Station to a later date.
- b. The committee discussed Safety Program Section IV Safety and Health Communications and ideas to encourage reporting of "near miss incidents" to capture data and make recommendations to departments heads for safety corrections. Joe Walsh suggested an anonymous "near miss" reporting process using a drop box and/or email. Discussion ensued about promoting a culture of safety accountability in the organization and some methods for doing so.
- c. The committee discussed membership rules. The Employee Safety Program does not specify number and constitution of membership. State law requires that employee representatives shall be selected by the employees and Committee members must be representative of the major work activities of the employer. Any employee who participates in committee activities in his/her role as a committee member, including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate of pay for all time spent on such activities; The committee is required to elect a chairperson. The position of chairperson must be rotated between employee and employer representatives. The current membership is unclear to the Chairman and Town Administrator. The Selectmen's Policy Section II.4 Indicates the Safety and Loss Prevention Committee Safety and Loss Prevention Committee – 7* (standing; Includes equal representation of employee & employer,

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representing the following departments: (1) Admin., (2) Highway, (3) Fire, (4)Wastewater, (5) Water, (6) Transfer/parks & buildings, (7) Police) (*) will include a member of the Board of Selectmen. Discussion ensued about Selectboard membership as *281-A:64 III Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives. Employee representatives shall be selected by the employees.*

- d. TA Kendall expressed that she would not be a member of the committee in favor of another employee of the town office as representative. This will allow the TA to better advise and support the committee to enhance the credibility of the program and respond to concerns, reports, and incidents. The committee discussed their role as an official Public Body subject to the provisions of RSA 91-A. The committee posts its agenda, keep and posts minutes and has not prohibited members of the public from attending. The Town Administrator will provide more information to the committee regarding 91-A.
- e. Other Business: The committee discussed the previous inspection of the Grange.
- f. Inspection Schedule: The inspection schedule will be determined at a later date.

3. Incident/Accident Report: None

4. Minutes: Deb Aucoin, motioned to approve minutes of June 29, 2023, seconded by Joe Walsh and unanimously approved.

5. Next Meeting: Thursday October 12, 2023

The meeting adjourned at 10:20am

Respectfully submitted, Diane Kendall