

Town of Hampton/Department of Public Works
Safety Committee Special Meeting Minutes
Tuesday, February 28, 2017
Hampton Town Hall Conference Room
9:48 AM.

1. Call to order: Chair Vertefeuille called the meeting to order at 9:48 AM.
2. Members Present: Vertefeuille, Sholes, Bailey, Brand and First Selectman Cahill
3. Approval of the 12/20/2016 Minutes

MOTION: Vertefeuille/ Brand moved/ seconded to approve the minutes of the December 20, 2016 meeting as written. All in favor. Motion passed.

4. Old Business
 - A. PPE Update
In good shape.
 - B. Training Update Vertefeuille was in touch with national safety for arial lift certifications. Will do in the Spring. Talked to Brooklyn and try and get a few other towns to do the training..

5. New Business

OSHA report – Must be posted

Transfer Station

- Citation for cardboard walk way – trip hazard. Broken metal grate Must be corrected by March 31, 2017
- Demolition debris – fall distance – need railing if over 4 feet. . Employees have been instructed. Must be done by March 31, 2017
- Office – Face plate on fixtures cracked. Replaced. Done

Public Works Department

- Citation Log out tag out procedure to be posted by white board. Done
Turn off electrical, test equipment, disconnect.
- Policy posted at transfer station and garage.
- Compressed gas not secure. Safety chain installed 12/14/2016 Acetylene must be stored away from compressed gas. Oxygen stored different and chained up. Done 12/14/2016
- MDS data sheets – Not all up to date. They are now SDS sheets. Need to contact 10 more distributors for updates
- Plastic gallon motor oil not labeled. Labeling has been done.

- Employee training on labeling hazardous material SDS. Training has been done.
- OSHA appendix B1910.134 Respiratory Standard to be posted by dusk masks.
- Training for hazard communication program. Has been done.
- Noise Level – Someone will come out and check the decimal level

Fuel Depot

- Brake away hose. Has been installed. Label faded. Has been corrected.
- Remote shut off on fuel pump not identified. Has been labeled.
- John Deer windshield cracked. Will remove or replace.
- Gas does not have break away. Has been installed.

6. Audience for Citizens - None

7. Adjournment

MOTION: Vertefeuille/ Sholes moved/ seconded to adjourn meeting. Motion passed. Meeting adjourned at 10:20 AM.

Respectfully Submitted,
Donna Cloutier
Recording Secretary

This is a draft version of the minutes until approved by the Safety Committee