

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

Meeting Date: April 11, 2024

Meeting Time: 9:00 A.M.

Meeting Location: Board Chambers, Town Hall

Members present/absent: (Excel spreadsheet, attached)

Guests: None

Meeting was called to order at 9:00 a.m.

Ms. Benjamin brought the meeting to order.

Ms. Benjamin took roll call.

Ms. Benjamin asked if there were any additions or deletions to the meeting agenda. There were none. The meeting agenda was approved.

Ms. Benjamin asked if there were any additions or deletions to the minutes from the March 14, 2024, meeting. There were none. The minutes for the March 14th meeting were approved.

Discussion of unfinished business

(A) Review: First Quarter Safety Training: Ms. Benjamin thanked committee members for working so diligently in getting all their employees to complete the first quarter safety training.

(B) Discuss: Second Quarter Safety Training: Ms. Benjamin reminded committee members that second quarter safety training would be First Amendment audit training. Clay Ticer asked who would be providing the training. Ms. Benjamin commented that she would be doing in-person training sessions for every department except police and fire. Inspector Williams asked Ms. Benjamin to contact Lt. Wheeler for details on what format the video will need to be in to be tracked on their training system. Ms. Benjamin asked Public Services representatives if it would be easier to offer training for each division. Clay Ticer and Justin Wilburn agreed that it would be best to offer the training to each individual division. Clay Ticer asked if the office workers for Public Services would have their own training. Ms. Benjamin commented that they can attend one of the division trainings or one of the trainings at Town Hall. Ms. Benjamin will offer the Town Hall training in June with a firm date for committee members at the May meeting.

New Business

(A) Discuss: CPR Certification classes: CPR certification classes will be offered for town employees in June. Ms. Benjamin is working with Captain Casey to secure dates for the training. Ms. Benjamin will send out an interest sheet to committee members to distribute in their

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department. Once the information is received, Ms. Benjamin and Captain Casey will set the appropriate number of classes. Ms. Benjamin reminded committee members that CPR certification is valid for two years. Anyone that participated last year will not need to participate this year. Ms. Benjamin will send out a list of the employees whose certification is expiring.

(B) Discuss: PEP Loss Control Survey: Andy Lacewell, Property Conservation Consultant with Public Entity Partners, conducted an inspection on March 20, 2024. The facilities inspected included the Community Center, Library, Morton Museum, and Linda Kerley Center, along with a traffic signal, water sampling sites, and the Waste2Water equipment wash down station at the Progress Rd. warehouse. Ms. Benjamin discussed his findings with committee members. Mr. Lacewell complimented the electrical room at the community center, stating he could use photos of the room in his training for other municipalities.

- The boiler certificate was not found at the appropriate boiler site at the Community Center.
- Sprinkler systems (in all town-owned buildings) should be checked to ensure sprinkler valves are chained (to prevent tampering) in the open position.
- The PIV (post indicator valve) located at the rear of the building at the Community Center should be locked to prevent the water from being turned off to the sprinkler system.
- The electrical panel located off the gymnasium needs to have 36" clear space and unobstructed access to the panel.

(C) Discuss: Combatting complacency: Committee members discussed the impact of complacency on safety. Committee members identified factors contributing to complacency such as familiarity with job tasks, overconfidence, repetitive tasks, and workload and fatigue. Ms. Benjamin discussed examples of strategies to combat complacency which included:

- Increased awareness: Conduct training sessions or toolbox talks focused on the dangers of complacency and its impact on safety and productivity. Use real-life examples to illustrate the consequences of complacent behavior.
- Rotate tasks: Introduce job rotation or task variety to prevent employees from becoming too comfortable with repetitive tasks.
- Implement checklists.
- Provide feedback: Offer feedback and recognition to employees who demonstrate proactive safety behaviors or identify areas for improvement.
- Review incidents: Following any near-miss or incident, conduct an investigation to identify root causes. Use these findings to implement corrective actions and prevent future incidents.
- Encourage open communication: Create an environment where employees feel comfortable voicing concerns, sharing ideas, and providing feedback.

Miscellaneous Discussion Items:

(A) Review: 2024 First quarter building inspections: Ms. Benjamin reviewed the results of the building inspections with the committee members.

- Public Services: A box was blocking the sprinkler riser that needs to be moved.

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- Police Headquarters: A storage room needs to be organized to ensure safe movement in the room when searching for items.
- Community Center: Items were stored within 36” of an electrical panel in the upstairs gym storage room.

(B) Review March First Report of Injuries:

- An employee began feeling sick after handling an unknown substance at a traffic stop believed to be fentanyl. Ms. Benjamin asked if the employee was wearing gloves. The employee was wearing gloves, the substance was inhaled. No missed days of work.
- An employee was involved in a vehicle accident that was not her fault. As a result of the accident the employee experienced head and neck pain. Seven days of work missed.
- An employee was injured while administering oral medication to a cat. The cat scratched the employee’s left hand. Gloves were not being worn during the procedure because they tend to heighten the cat’s anxiety and bite gloves are too rigid to allow the fingers to handle the syringe precisely. Sixteen days of work missed.
- An employee was injured while participating in a defensive training exercise. His right ring finger was pulled towards the outside of his right hand and his pinky finger was also pulled while wrestling over a rubber training weapon. Two days of work missed.

(C) Review: March Liability Claims:

- An employee was emptying trash containers when the homeowner requested he move the truck so he could enter his driveway. While backing the employee did not notice the car parked behind him. He backed into the other vehicle. The vehicle was totaled at a cost of \$5,030.00.
- An employee while driving a fire truck ran over a decorative boulder damaging the rear bumper. The damaged bumper must be fabricated, and we do not have the cost of the repair yet.
- A sanitation vehicle was side swiped by a U-Haul truck while traveling on Hwy 72. There was extensive damage to the sanitation truck. The estimate for the repair is \$39,815.00.
- A police vehicle was damaged when it was intentionally rammed. The vehicle was totaled at a cost of \$11,005.00.
- A streets employee was parked at Sonic when he was hit by another driver attempting to pull into the stall next to the town vehicle. The cost of the repair was \$1,300.00.
- An employee rear ended the vehicle in front of him while stopped at the intersection of Byhalia and Poplar. The cost of the repair to the town vehicle is \$1,300.00 and to the third-party vehicle was \$1,250.00.
- An employee was in Huey’s parking lot at Poplar and Houston Levee when he backed into a Brinks Armor truck. There is not yet an estimate for the repair.
- An employee was on an emergency medical call as he was trying to make room for additional emergency personnel when he struck a parked vehicle. An estimate for the repair of the third-party vehicle has not been obtained.
- An employee was driving in the Papa John’s parking lot when he hit a utility pole base. Extensive damage to the driver’s side of the vehicle. An estimate for the repair has not been obtained.

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(D) Assign: 2024 Second quarter building inspections: Ms. Benjamin assigned second quarter building inspections.

- Melissa Hampton, Mark Ellis, Yvonne McKinney – Library
- Natasha Irby, Sean Williams, Valerie Webster – Shelton Rd. WWTP
- Roger Wescott, Joe Casey, James White – Fire House #3 and Fire Administration
- Rosalyn Yates, Dawn Weir, Clay Ticer: Fleet Maintenance

Discuss Next Month Business:

(A) Next scheduled Meeting: May 9, 2024

(B) Update second quarter safety training.

(C) Update second quarter building inspections.

(D) Review April Liability and Property Claims

(E) Review First report of injuries

The meeting was adjourned at 9:49 A.M.