

## APPENDIX C

### SAFETY COMMITTEE MEETING MINUTES

Meeting Date: January 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 December 14, 2023, meeting. There were none. The minutes for the December 14<sup>th</sup> meeting were approved.

#### **Discussion of unfinished business**

(A) Discuss First Quarter Safety Training: Basic First Aid was chosen as the safety training for the first quarter for all departments except Police and Fire. Police and Fire will complete the Contribute to a Culture of Safety training. All training must be completed by March 31, 2024.

(B) Discuss Accident Reporting: Ms. Benjamin passed out the Accident/Incident Reporting Instructions that are found in the vehicle accident packet. Ms. Benjamin asked committee members to pass out a copy to supervisors and managers in their department that are responsible for accident reporting. Ms. Benjamin is seeing that employees are calling their supervisors for direction when an accident occurs, and the supervisors are unsure of what steps to follow. Ms. Benjamin emphasized the importance of contacting police dispatch when an accident occurs, even if the accident occurs on private property.

Ms. Benjamin also noted that a First Report of Injury needed to be submitted to Human Resources when an accident occurs even if the employee involved in the accident at the time does not feel as though they injured themselves. Human Resources will have the paperwork if an injury is discovered in the future.

#### **New Business**

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(A) Welcome new committee members: Ms. Benjamin introduced Valerie Webster, the new committee member representing Human Resources and James White, the new committee member representing Public Utilities. Each member of the committee introduced themselves and the department they represent.

(B) Review 2023 OJI Statistics: Ms. Benjamin reviewed the statistics for the 2023 on the job injuries. Sixty-one percent of the on-the-job injuries were experienced by employees that were on the job for five years or less. This statistic has been consistent over the last three years. Ms. Benjamin discussed the importance of training all new employees to ensure they are being taught the proper way to perform new tasks. Sixty-one percent of on-the-job injuries were experienced by employees that were 20-40 years old. This statistic is consistent with the injuries occurring to newer employees, as newer employees are often in this age range.

The accidents that involved slips, trips, and falls accounted for the most missed days of work followed by injuries due to proper lifting, arrests, and lastly injuries that occurred during training exercises.

Overall, there were 289 missed days of work due to on-the-job injuries in 2023.

(C) Review 2023 Liability Claim Statistics: Ms. Benjamin reviewed the 2023 liability claims statistics with committee members. The bulk of the claims involved the sanitation, police, and public utilities departments.

Sanitation was responsible for 18 claims, 14 of which were at-fault claims. Of the 14 at-fault claims the department was responsible for \$4,600 in repair costs and deductibles and insurance reimbursed the town \$6,300 for repairs. The four claims that were not at-fault claims cost the department \$2,000 in repair costs and deductibles and insurance reimbursed the town \$69,000 for repairs.

The Police department was responsible for 14 claims, 6 of which were at-fault claims. Of the 6 at-fault claims the department was responsible for \$3,000 in repair costs and deductibles and insurance reimbursed the town \$7,000 for repairs. The eight claims that were not at-fault claims cost the department \$3,000 in repair costs and deductibles and insurance reimbursed the town \$13,000 for repairs.

Public Utilities was responsible for 5 claims, 4 of which were at-fault claims. Of the 4 at-fault claims the department was responsible for \$1,900 in repair costs and deductibles and insurance reimbursed the town \$100,000 for repairs. The claim that was not an at-fault claim cost the department \$1,000 in repair costs and deductibles and insurance reimbursed the town \$1,300 for repairs.

#### **Miscellaneous Discussion Items:**

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(A) Assign: 2024 First quarter building inspections: Ms. Benjamin assigned first quarter buildings to be inspected and new inspection teams.

- Rosalyn Yates, Dawn Weir, Clay Ticer: Town Hall and Water Plant #4
- Natasha Irby, Sean Williams, Valerie Webster: Police Headquarters, Court, and Dispatch
- Melissa Hampton, Mark Ellis, Yvonne McKinney: DAC, Water Treatment Plant #5
- Roger Wescott, Joe Casey, James White: Public Services, Water Treatment Plant #1

(B) Review December First Report of Injuries: No first report of injuries for the month of December.

(C) Review: December Liability Claims: Triple D Enterprises was boring for a telecommunication line and bored through a sewer line. Utilities made the repair and Triple D reimbursed the town \$3,627.99 for repairs.

Taylor Underground was boring and hit a water main. A claim is open with AT&T for damages. The cost of the repair was \$2,360.

#### **Discuss Next Month Business:**

(A) Next scheduled Meeting: February 8, 2024

(B) Update first quarter safety training.

(C) Update first quarter building inspections.

(D) Review January Liability and Property Claims

(E) Review First report of injuries

The meeting was adjourned at 9:56 A.M.