

## APPENDIX C

### SAFETY COMMITTEE MEETING MINUTES

Meeting Date: July 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 June 13, 2024, meeting. There were none. The minutes for the June 13<sup>th</sup> meeting were approved.

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

(A) Update: Feedback or questions from First Amendment audit training: Ms. Benjamin asked committee members if there were any questions employees had after attending First Amendment audit training. Dawn Weir commented that she only heard positive comments about the training from her department. Ms. Benjamin commented that she heard from employees throughout all the departments that they appreciated the training and felt more equipped to respond to auditors if approached. Captain Casey asked if each department would be responsible for the new signage “Authorized Individuals Only” at their locations. Ms. Benjamin commented that she will speak with Mike Cannon to confirm but believes Facilities Maintenance will be installing new signage to ensure consistency.

(B) Update: Hazard Communication training: Hazard Communication training was assigned to employees on July 5<sup>th</sup>. Ms. Benjamin commented that since the training has only been available for a week not many employees have completed it yet. She stressed to committee members to have the training completed by Wednesday, July 31<sup>st</sup>. The course is a refresher and will take approximately fifteen minutes to complete and a short quiz will need to be completed at the end.

(C) Update: Animal Shelter fire drill results: The fire drill at the animal shelter was conducted on Friday, June 14<sup>th</sup>. During the drill it was observed that employees did not immediately exit the building when hearing the alarm. A fire alarm warning siren was inoperable in part of the building that inhibited an employee from responding to the alarm. A work order was submitted to facilities

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maintenance to have the warning siren repaired. Committee members asked if the animals are evacuated if an actual fire were to occur. Ms. Benjamin commented that there are no procedures in place to evacuate the animals.

#### **New Business**

(A) Discuss: Update vehicle accident packets: Ms. Benjamin will be sending out the new insurance card for vehicles. Committee members will need to ensure that the new card is placed in the vehicle accident packet and the current card is removed. Ms. Benjamin spoke with human resources and there will not be any changes to the first report of injury or accident forms that are currently in the packet.

(B) Discuss: Respiratory Protection – Dust masks vs. Respirators: Ms. Benjamin discussed the differences in dust masks and respirators. She also reviewed the importance of posting Appendix D, which refers to a specific part of the OSHA Respiratory Protection Standard. If employees are not required to wear a respirator to perform a job duty but voluntarily choose to, they must be provided Appendix D to the Respiratory Protection Standard. Ms. Benjamin asked that Appendix D be posted in any work area where employees choose to wear respirators. She noted that N95 masks are considered respirators. Appendix D provides information on how to choose a respirator, proper usage, addressing health concerns, and maintenance and storage. Clay Ticer asked that Appendix D be emailed to him.

Below is a summary of the differences in dust masks and respirators.

#### **Dust Masks**

##### Design and Construction

- Typically made from lightweight materials like paper or fabric.
- Will have a simple, one-strap design.
- Often referred to as “nuisance dust masks.”

##### Intended Use:

- Designed for comfort against non-toxic nuisance dusts encountered during activities like sweeping, mowing, or gardening.
- Not intended to protect against harmful dusts, fumes, vapors, or gases.

##### Protection Level

- Provide minimal filtration efficiency.
- Do not offer a tight seal against the face, leading to potential gaps where dust can enter.
- Not recommended for use in environments with harmful particulates.

##### Regulation

- Generally, not NIOSH approved.
- Suitable for low-risk environments.

#### **Respirators**

##### Design and Construction:

- Made from more robust materials designed to form a tight seal around the face.

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- Often feature multiple straps, exhalation valves, and replaceable filters or cartridges.
- Available in various forms, such as half-face, full-face, or powered air-purifying respirators.

#### Protection Level

- Provide high filtration efficiency
- Create a tight seal on the user's face to prevent gaps where contaminants can enter.
- Can be equipped with filters or cartridges specific to the type of contaminant.

#### Regulation

- NIOSH approved for specific standards.
- Subject to fit testing and seal checks to ensure proper protection.

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

(A) Review: 2024 Second quarter building inspections: Ms. Benjamin showed a PowerPoint presentation of the building inspection findings for the second quarter. A summary of the results is below.

#### Library

- An outlet at the computer bay was protruding out of the floor. A work order was submitted for facilities maintenance.
- Power strip cord and other wires were extended from one of the computer stations, creating a trip hazard. A work order was submitted for facilities maintenance to have the cords secured.

#### Shelton Rd. WWTP

- The eye wash station in the chlorine building had a faulty lever that prohibited the shower from operating correctly.
- The eye wash inspections that should be completed weekly, had not been done in two weeks.

#### Fire House #3 and Fire Administration

- A training dummy was blocking an exit at Fire House #3.

#### Fleet Maintenance

- The eyewash solution in the parts room was expired.
- Access to the eyewash station was restricted due to buckets being stored around it.
- Paths to three fire extinguishers were blocked.
- Secondary chemical bottles were not properly labeled.
- The grease pit was left open with no vehicle pulled in creating a fall hazard.

#### (B) Review June First Report of Injuries:

- An employee was attempting to restrain an emotionally disturbed person to a hospital bed for medical treatment when the subject spit in her face. No missed days of work.
- An officer was interacting with an emotionally disturbed person when a scuffle occurred. The officer was hit on the left side of his forehead and bitten on his right hand. No missed days of work.

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- An officer was completing physical fitness training on a pullup bar station when he felt a pop in his right bicep/arm area. Ms. Benjamin asked Lt. Draper if all CPD officers participated in physical fitness training. Lt. Draper commented that only the SWAT members are required to. Currently there is not a timeline for the officer's return.
- An employee rolled his right ankle while stepping off the rear of a sanitation truck. One day of work missed.
- A patient being transported to the hospital tested positive for bacterial meningitis. The unit crew was exposed to the patient for approximately 25 minutes between the scene time and transport. Employees received immediate medical evaluation and antibiotics. No missed days of work.

(C) Review: June Liability and Property Claims:

- A prisoner was being transported from the Germantown Jail to Collierville Jail. The officer was assisting the prisoner into the vehicle, while doing so he set the prisoner's personal property in a sealed bag on the roof of the patrol car and drove off. The contents were later found, and the cell phone was damaged. The cost of the repair was \$1,500.00.
- A distracted driver ran up on a curb and hit the Welcome to Collierville sign at Houston Levee. The driver has insurance, the town will be reimbursed \$9,900 for the repair.

(D) Assign third quarter building inspections:

- Natasha Irby, Sean Williams, Valerie Webster: Morton Museum, Cox Park
- Roger Wescott, Joe Casey, James White: Linda Kerley Center
- Rosalyn Yates, Dawn Weir, Clay Ticer: Progress Rd. Buildings
- Melissa Hampton, Mark Ellis, Yvonne McKinney : Northwest WWTP

**Discuss Next Month Business:**

(A) Next scheduled Meeting: August 8, 2024

(B) Update third quarter safety training.

(C) Review third quarter building inspections.

(D) Review July Liability and Property Claims

(E) Review First report of injuries

The meeting was adjourned at 9:54 A.M.