

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

Meeting Date: March 14, 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 January 11, 2024, meeting. There were none. The minutes for the January 11th meeting were approved.

Discussion of unfinished business

(A) Discuss First Quarter Safety Training: Basic First Aid is the first quarter training assigned to all town departments except the Fire and Police departments, their training is Contributing to a Culture of Safety. All town departments are at 50% or above completion with less than a month to complete the training. Human Resources, Facilities Maintenance, Police, Procurement, Sanitation, Streets, Wastewater Collections, Water Distribution, and Water Treatment are 100% complete. Ms. Benjamin reminded committee members that all employees need to complete their training by March 31st.

New Business

(A) Discuss: Second quarter safety training: Ms. Benjamin notified committee members that the second quarter safety training would be First Amendment Audit training. Ms. Benjamin explained that first amendment audits occur when people film public officials or employees to hold them accountable or “test” their right to film in public spaces like town halls, libraries, police stations, or parking lots. The public space “passes” the test if the audit is uneventful. It fails the test if a public employee confronts the person filming, attempts to stop them from filming, threatens them with arrest, or removes them from the public space.

Ms. Benjamin will provide the in-person training at town hall, public services, the library, and grounds and parks. Ms. Benjamin asked if she records one of the sessions does the police

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department have a platform available to employees to view the recording and ensure that it has been viewed. Inspector Williams commented that he can have the recording uploaded and can track employees who have completed the training. Ms. Benjamin and Captain Casey will work together to determine the best option for the fire department to view the training.

(B) Discuss: Article Improving Noise Monitoring and Hearing Conservation: Ms. Benjamin reviewed an article with committee members on noise monitoring and hearing conservation. OSHA has established the permissible exposure limit for an 8-hour day to be 90 decibels. Ms. Benjamin reviewed the following activities and the impact of different decibel levels.

- Normal Conversation
 - Decibel level: Approximately 60-70 dB
 - Impact: Generally safe for extended exposure
- City Traffic
 - Decibel level: 80-90 dB
 - Impact: Prolonged exposure may cause hearing damage over time
- Power Tools and Machinery:
 - Decibel level: 90-120 dB
 - Impact: Prolonged exposure without hearing protection can lead to hearing loss
- Lawn Equipment (lawn mowers, leaf blowers, and weed eaters)
 - Decibel level: 90-100 dB
 - Impact: Prolonged exposure without hearing protection can lead to hearing loss
- Gunshots:
 - Decibel level: 140-165 dB
 - Can cause immediate and severe hearing damage without proper protection

Ms. Benjamin wanted committee members to be aware that many of the daily job tasks employees are performing are right at the mark for needing hearing protection. Although the OSHA permissible limit for the above activities is for an 8-hour day we still need to recognize the impact of performing these tasks.

While occasional exposure to high noise levels may not immediately cause hearing damage, repeated exposure without protection can lead to cumulative effects over time. Even short-term exposure to loud noise levels can cause temporary hearing loss or discomfort. Additionally, individuals may become desensitized to the noise and fail to recognize the potential risk to their hearing.

The best product for hearing conservation depends on the specific noise exposure and individual preferences. The ear protection chosen should allow for clear communication while performing job tasks. Here are some commonly used products for hearing protection:

- Earplugs:
 - Disposable foam earplugs: These are inexpensive and widely available. They expand to fit the ear canal and provide a snug fit.
 - Reusable silicone or wax earplugs: These are more durable and can be washed and reused multiple times.
- Earmuffs:

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- Over-the-ear earmuffs: These cover the entire ear and provide a seal against the head, blocking out a significant amount of noise.
- Electronic earmuffs: These allow for communication while still providing protection from loud noises by amplifying low-level sounds while reducing high-level sounds.

Noise cancellation technology is an evolving technology making inroads into personal headphones. While these innovations are great for personal use currently, they are not approved for the workplace.

(C) Review Fire Drill Procedures: Ms. Benjamin reminded committee members that annual fire drills are still occurring and to remind employees of fire drill procedures. The steps most often not followed are closing your door as you leave your office, returning to your office for personal items such as cell phones and purses, not accessing the nearest exit but walking to the nearest exit to the meeting point through the building, and knowing which employees are in the office. Also, new employees need to be made aware of where the meeting point is for a fire drill. There will not be any advance notice of a fire drill.

Miscellaneous Discussion Items:

(A) Review: 2024 First quarter building inspections: Ms. Benjamin reminded committee members to schedule their building inspections with her before March 31st. First quarter buildings to be inspected and inspection teams are:

- 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 January/February First Report of Injuries: No first report of injuries for the month of January.

- February: An employee was trimming a tree, and the limb struck the chainsaw and caused the chainsaw to hit the employee's upper leg. The employee's pants were ripped, and he received minor scrapes to his upper left leg. Ms. Benjamin asked Clay Ticer and Justin Wilburn if the employee was wearing PPE such as chaps. Both commented that the employee was not. Mr. Ticer said he would purchase the chaps and have them available for employees when operating a chainsaw. Not all employees operate chainsaws, he believed having a few pairs on hand will be enough to accommodate the employees when they are operating a chainsaw. No missed days of work.
- An employee was changing a flat tire on his vehicle and experienced back pain and exhaustion from the experience. Ms. Benjamin asked Inspector Williams what the procedure was for employees that experience a flat tire during a shift when fleet is not available to assist because it is outside of their working hours. Inspector Williams stated that employees do not have to change a tire if they do not feel physically able to do so or

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if it is not a safe environment, the vehicle can be towed. He stated they do have a floor jack that someone will bring to the scene to aid in changing the tire instead of using the scissor jack that is in the vehicle. Two missed days of work.

- An employee experienced pain in both ears from being near a weapon being fired. He also received small abrasions and bruising on the left side of his head. Seven missed days of work.
- An employee removed a drain grate from a storm inlet to clean. When replacing the drain inlet, the employee dropped the grate on his hand and fractured his right middle finger. The employee was wearing the proper gloves. Ms. Benjamin asked if there were two people performing the task, Justin Wilburn indicated that there were. Ms. Benjamin asked if there were any additional tools that could have been used to prevent the accident. Mr. Wilburn commented that they do have a tool to aid in this task but due to the condition of the drain the tool may not work as well as designed. Four missed days of work.

(C) Review: January/February Liability Claims:

- An employee was driving through the Exxon station parking lot at the intersection of Collierville Arlington and Poplar and swerved to avoid an oncoming vehicle and struck a concrete bollard. The vehicle did not qualify for auto physical damage coverage because of the age of the vehicle. The estimated cost of the repair is \$3,000.
- A police vehicle was damaged when it was intentionally rammed by a fleeing suspect. Originally it was believed to need \$4,000 in body repair and alignment. Once the vehicle was repaired and driven, a crack was discovered in the engine, this resulted in the vehicle being totaled. Total insurance reimbursement was \$17,000.
- An employee was driving a police vehicle when he struck the concrete bollard surrounding the control panel to the automatic gate at police headquarters. Total cost of the repair was \$3,200.

Discuss Next Month Business:

- (A) Next scheduled Meeting: April 11, 2024
- (B) Update first quarter safety training.
- (C) Update first quarter building inspections.
- (D) Review March Liability and Property Claims
- (E) Review First report of injuries

The meeting was adjourned at 9:51 A.M.