

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

Meeting Date: May 9, 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 April 11, 2024, meeting. There were none. The minutes for the April 11th meeting were approved.

Discussion of unfinished business

(A) Review: First Amendment audit training: Ms. Benjamin notified committee members that Elisha Hodge with Public Entity Partners will be providing the First Amendment audit training for the second quarter. There will be three sessions held in Board Chambers on Wednesday, June 26th. The times of the sessions are 8:30 AM – 10:00 AM, 10:30 AM – 12:00 PM, and 2:00PM – 3:30 PM. All employees are expected to attend one of the sessions, with the following exceptions:

Fire and Police Personnel: Personnel actively engaged in patrol duties and emergency response are exempt, however, fire and police personnel in leadership positions are expected to attend.

Public Utilities, Public Works, and Grounds and Parks Maintenance: If it is not feasible for the entire division to attend, every attempt should be made to ensure that at least a manager, crew leader or supervisor attends the training.

A sign-up sheet will be distributed in the first week of June.

Ms. Benjamin discussed the key reasons why this training is important:

- Legal Compliance: Understanding the rights of the individuals under the First Amendment and ensuring that our responses are legally compliant is vital. This training will provide clarity on what is permissible and what is not, helping to prevent any potential legal issues.

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

- Professionalism: Proper training will ensure that our staff handles auditors with the utmost professionalism.
- Conflict De-escalation: The training will equip our personnel with techniques to de-escalate situations that might become tense or confrontational.
- Awareness: Staff will become more aware of the rights of the public and the limits of our authority, which can help in making informed decisions during interactions with auditors.
- Preparedness: Being prepared for First Amendment Audits can minimize disruptions to our operations and ensure that our staff feel confident and secure when faced with such situations.

(B) Review: CPR Certification classes: CPR certification classes are tentatively being scheduled for June 18th from 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM and June 19th from 9:00 AM – 12:00 PM. A list of employees that were certified in 2022 will be distributed along with a sign-up sheet for any new employees that would like to be certified. Certification is valid for 2 years, therefore employees that were certified in 2023 do not have to re-certify this year.

New Business

(A) Discuss: Heat Stress: Ms. Benjamin discussed that heat stress occurs when the body cannot maintain its normal temperature due to high environmental temperatures and/or physical exertion. This can lead to various heat-related illnesses, ranging from mild to life-threatening conditions. Understanding heat stress involves recognizing its causes, symptoms, and risk factors that contribute to its development. Ms. Benjamin asked that committee members make every effort to educate their employees on heat stress now instead of waiting for the first hot week of the summer. Ms. Benjamin reviewed the following information with committee members:

Causes of Heat Stress

1. High Environmental Temperatures: Hot weather, especially during summer, significantly increases the risk of heat stress.
2. Humidity: High humidity impairs the body's ability to cool itself through sweating.
3. Physical Exertion: Strenuous physical activities increase the body's heat production.
4. Dehydration: Lack of adequate fluid intake prevents effective sweating and cooling.
5. Protective Clothing: Heavy or impermeable clothing can trap heat, reducing the body's ability to cool down.
6. Indoor Heat Sources: Machinery or other equipment that generate heat can increase indoor temperatures.

Symptoms of Heat Stress:

1. Mild symptoms: Heavy sweating, fatigue, thirst, muscle cramps.
2. Moderate symptoms: Headache, dizziness, nausea, weakness, irritability.
3. Severe symptoms: Confusion, rapid heart rate, vomiting, fainting, and in extreme cases, seizures and unconsciousness.

Risk Factors:

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

1. Personal factors: Age, obesity, health conditions like heart disease, medications, and alcohol consumption.
2. Environmental factors: Lack of ventilation, poor hydration facilities, inadequate rest breaks.
3. Work factors: Type of work, duration of exposure, and availability of cooling systems.

Managing Heat Stress for Workers

Managing heat stress involves a combination of preventative measures, education, monitoring, and emergency response strategies.

Preventive Measures:

1. Hydration: Encourage regular water intake. The CDC recommends drinking a cup (8 oz.) of water every 15 minutes when working in the heat. This is far more effective than drinking larger amounts of water with less frequency.
2. Rest Breaks: Implement scheduled breaks in cool, shaded areas. Use a work/rest cycle, especially for strenuous activities.
3. Clothing: Recommend lightweight, breathable clothing.
4. Work Schedules: Adjust work schedules to complete more strenuous tasks during cooler times of the day, such as early morning or late afternoon.
5. Acclimatization: Gradually increase workloads for new workers or those returning from absences to build tolerance to the heat.

Workplace Modifications

1. Ventilation and Cooling: Use fans, air conditioning, and ventilation systems to reduce indoor temperatures.
2. Shade and Shelter: Provide shaded areas for outdoor workers.
3. Equipment Maintenance: Regularly service machinery and equipment to ensure that are not generating excessive heat.

Education and Training:

1. Heat Stress Awareness: Train workers to recognize the signs and symptoms of heat stress in themselves and others.
2. First Aid: Provide training on first aid measures for heat-related illnesses, including when and how to seek medical help.
3. Emergency Procedures: Communicate emergency procedures for heat stress incidents.

Ms. Benjamin reminded committee members that each vehicle should have a heat stress hang tag as a reminder of how to prevent and respond to a heat stress event. If any vehicle does not have a hang tag, Ms. Benjamin asked committee members to contact her, and she will provide a hang tag. Other tools to utilize include the OSHA/NIOSH Heat Index app for cell phones and the American Red Cross First Aid app for cell phones.

Emergency Response:

1. Emergency Contacts: Have a clear protocol for contacting emergency services if severe heat stress is suspected.

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

2. Rapid Cooling: Use techniques such as immersing the person in cool water, applying ice packs, or moving them to a shaded or air-conditioned environment.

(B) Discuss: OSHA most cited violations FY23: Ms. Benjamin discussed the most cited OSHA violations of FY23 with committee members. In the discussion Ms. Benjamin reminded committee members that as we are doing building inspections, we want to be mindful of the items listed and make sure we are checking the most cited. Also, not to wait for a building inspection if any of the items we check during a building inspection are not in compliance, they need to be reported and attended to promptly. Discussion ensued as to whether the committee members should report the violation to the department or to Ms. Benjamin. Ms. Benjamin commented that if the committee member has a question as to whether something is a safety hazard she can always be contacted, and she will notify the department. If the committee member sees a violation in their own department the committee member can correct the violation.

- Machine Guarding – Types of guarding methods
- Hazard Communication – Written Program
- Hazard Communication – Information and Training
- Respirators – Shall provide medical evaluations
- Hazardous Energy Control – Procedures shall be developed
- Powered Industrial Trucks – Competency Training
- Exit Routes – Must be free and unobstructed
- Medical Services and First Aid – Eye & Body flushing facilities provided
- Electrical – Proper installation & use of equipment
- Hazard Communication – SDS's readily accessible

Miscellaneous Discussion Items:

(A) Review: 2024 Second quarter building inspections: Ms. Benjamin reminded committee members of the buildings they were assigned for the second quarter. Committee members have until June 30th to complete the 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 Admin
- Rosalyn Yates, Dawn Weir, Clay Ticer: Fleet Maintenance

(B) Review March First Report of Injuries:

- An employee experienced back and neck pain while trying to apprehend a suspect. The employee was trapped in the doorway of a fleeing vehicle. No missed days of work.
- An employee was operating a boom truck, picking up a large pile of debris. While the claw was in the air and rotating a log fell out of the claw striking the employee in the face. Employee is still out on medical leave.

(C) Review: March Liability and Property Claims:

APPENDIX C

SAFETY COMMITTEE MEETING MINUTES

- An employee was exiting the ramp at Hwy 385 and Byhalia responding to an emergency call. The employee believed the vehicle in front of him was proceeding through the intersection, the vehicle was not, which caused a rear end collision. The repair cost of the third-party's damaged vehicle was \$7,678.00.
- An employee was parked on the right shoulder of Hwy 385 and Houston Levee conducting traffic enforcement when he was rear ended by a vehicle entering Hwy 385. The vehicle was totaled. The vehicle was valued at \$10,400.
- A subcontractor for Zayo Communications damaged a sewer line at Houston Levee and Frank Rd. The subcontractor reimbursed the town for the repair. Reimbursement was \$1,460.00.
- F-63's windshield was damaged by a flying rock. The repair cost is \$4,514.00.
- The Northwest WWTP experienced a lightning strike that damaged the WIN911 modem and Meraki switch. Cost of the repair is \$3,800.00

(D) Miscellaneous Discussion: Ms. Webster asked if we were able to have toilet seat covers in the town hall bathrooms. She stated that the toilet seat covers can help prevent cross contamination and transfer of blood borne pathogens. Ergonomically, they can prevent injury from those who are cautious of sitting on the toilet. Ms. Benjamin commented that she would check with Derek Honeycutt to see if toilet seat covers are an option in town hall bathrooms.

Discuss Next Month Business:

- (A) Next scheduled Meeting: June 13, 2024
- (B) Update second quarter safety training.
- (C) Update second quarter building inspections.
- (D) Review May Liability and Property Claims
- (E) Review First report of injuries

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