

# TOWN OF WALPOLE

New Hampshire

## OFFICE OF THE SELECTBOARD

### MINUTES OF THE SAFETY COMMITTEE

November 14, 2019

Present: William Crawford, Chair (North Walpole Fire), Brad Nash (Walpole Town Hall), Christine Burchstead (Library), Greg Given (Recycling Center)  
Absent: Sandra Smith (Town Clerk, Tax Collector), Keith Hebert (Highway), Justin Sanctuary (Police)

#### Next Meeting Date

- Thursday, February 6th at 2pm to be held at the Bridge Memorial Library.

#### Review of Injury Reports

- The injury log was reviewed. There were 2 injuries. Both injured employees had no lost time from work.

#### Old Business

- All but 2 items found wrong at the last safety inspection in North Walpole have been addressed.
- Fire extinguisher training is still needed.

#### New Business

- Everyone present is interested in having CPR training.
- Safety walk through of the Recycling Center found the following items that need to be addressed:
  - Fire extinguishers are out of date; expired 2017.
  - Clear area around electrical panels. This may be difficult as this is a combined use space.
  - Remove unused appliance in break room. It obstructs access to the electrical panels.
  - Clear pathway to main entrance. Remove items at least 3 feet in front of door to keep path to exit clear.
  - Three doors need "Not an Exit" signs. They are doors to the restroom, supply room and electrical/break room.
  - Larger platform at 2 compactors. Employees should be able to step away from the machines without having to step down.
  - Clear path to "repair" workspace by removing clutter. Make a 3 foot wide path for safe entry and exit to this area.
  - Amber warning/caution light on Bobcat should be attached so it is visible 360 degrees.
  - Move petroleum products below head height in storage room.

#### Next Actions

- Brad Nash and William Crawford will work together to find a resolution to 1 of the 2 remaining items from the last safety inspection.