

Safety Committee Meeting

November 16, 2023

Meeting started at 1:35 at the North Walpole Library.

In attendance were: Meghan Hansson, Town Offices
 Chris Burchstead, Library
 Keith Hebert, Highway
 Jason Colburn, NW Fire Department
 Patti Whitcomb, for Tom Donovan, Recycling Dept.
 Brad Nash, for Adam Howard, Police Dept.
 Derek Martel, Primex, Risk Management (1:45 arrival)

August 24 Meeting Minutes – read by Meghan Hansson and Chris Burchstead

Old Business, Library: Wobbling table – fixed
 Concrete walkway – repair planned for next year
 Mini-split – serviced
 Furnace – serviced
 Electric box next to furnace – need to check if serviced
 Water heater – serviced

No injuries to Town Employees have been reported since last meeting.

Primex Risk Management Consultant, Derek Martel, introduced himself, described his background, and explained how he and Primex can help towns and their Joint Loss or Safety Committees.

New Business, Impromptu inspection of Recycling Center due to volunteer complaint: 1) Wheel chocks needed for trailer wheels – in place

- Question raised: size of chocks correct? – unknown

- 2) Dock boards for between loading dock and trailer – ordered
- 3) Jack stand/hitch plate at hitch point of trailer – they have them
 - Patti will mention to Tom or Ben that they need to be used.
- 4) Fall prevention devices for loading dock
 - Actively working on this correction
- 5) Bobcat skid steer with damaged fork mount
 - New forklift attachment purchased
 - Old one welded; damage fixed
 - Strobe light – it now has one
 - Back-up audio alarm – not activated or needs fixing

Patricia Whitcomb described how the Recycling Center follows the safety guidelines of NHDES. She stated that DES does site visits roughly annually, and the recycling center has an internal, DES-recommended, daily inspection protocol.

New Business, Walk-through of NW Library, NW Village Commissioner’s Office, NW Fire Department:

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| NW Library | <ol style="list-style-type: none"> 1) Exit sign over interior of main entry door – currently will not light up if power is lost – probably should be replaced 2) Bathroom of library is cluttered with storage items on the floor (potential trip hazard) 3) Bathroom has “Exit” sign on library side of door, but bathroom leads to Meeting Room, which leads to Commissioners Office or to an anteroom, which goes to one of three places: another bathroom, back to library, or into fire dept. storage. (Not a clear exit.) |
| Anteroom | “Not an Exit” sign on door to Library, but not on other side from library to anteroom. |
| Bathrooms | Two bathrooms downstairs and one upstairs – none have safety lights (if required) |

NW Commissioners Office Currently undergoing renovation

- NW Fire Department
- 1) Front Door – entryway cluttered
 - 2) Untied ladder
 - 3) Wooden cabinet holding many flammable materials. Some flammable materials next to cabinet – need larger, metal cabinet
 - 4) Eyewash station – needs cleaning and testing
 - 5) Furnace room – has an unsecured coat rack
 - 6) Exit sign over furnace room rear door should be backlit and capable of battery operation
 - 7) Electric subpanel at top of stairs to Fire Dept. meeting room does not latch shut
 - 8) Permanent wiring should be in place for radio located between garage bays
 - 9) Trip hazards and clutter throughout all first-floor fire dept rooms, including garage bays and furnace room.

Next Meeting will be in February of 2024.

Minutes respectfully submitted by Meghan Hansson, Town Clerk