

TOWN OF WALPOLE

New Hampshire

OFFICE OF THE SELECTBOARD

MINUTES OF THE SAFETY COMMITTEE

May 16, 2019

Present: Brad Nash (Chair), Greg Given (Recycling), Chris Burchstead (Library), Justin Sanctuary (Police), William Crawford (North Walpole Fire)

Absent: Sandra Smith (Town Clerk, Tax Collector), Keith Hebert (Highway)

Next Meeting Date

- Thursday, August 15th at 2pm to be held at the North Walpole Fire Station

Review of Injury Reports

- A police officer was bitten on the neck while taking a person to the Cheshire Medical Center. The officer was treated at Cheshire Medical Center and will be monitored. When a person refuses to obey a police officer's orders, the officer has to be very close to the person to get them to comply with the orders.

Old Business

- Members of the safety committee walked through the Town Hall to inspect for safety violations. There were a few things found:
 - Lack of CO detectors.
 - Non exit doors should have "NOT AN EXIT" signs on them.
 - Questioned if the wall protectors in the elevator are a fire retardant material.
 - Securing the basement safe; someone could get locked inside of it.
 - One of the 2nd floor doors sticks. This door is part of an emergency exit route.

New Business

- On May 25th there will be a Hands Only CPR Training at the Walpole Recycling Center. All employees are encouraged to attend.
- There will be a fire extinguisher training this fall; date is not yet determined.
- Safety updates made to Town Hall:
 - Emergency lighting and signs are all in working order and inspected monthly. A log is now kept as proof of inspection.
 - Cleared obstructions from all paths of egress.
 - Labeled elevator and boiler rooms for easy identification in an emergency.
 - Electrical panel area cleared of obstructions and signs have been posted to keep the area clear at all times.
 - Cleaning liquids are stored away from paper products to prevent contamination of the paper products with possible skin irritants.
 - Using non-allergen supplies and bottles are clearly marked.

Next Actions

- The Library is going to wait until after construction/renovations to order fire extinguishers because they may require more than one.
- Committee was informed the Town Hall now uses Guyettes Fire Protection to service fire extinguishers as there were issues trying to get in touch with Code 3.
- Town Hall to purchase “NOT AN EXIT signs for non-exit doors.
- Town Hall will look at purchasing CO detectors, securing the basement safe and repairing the 2nd floor door that sticks.