

Town of Troy Joint Loss Committee Meeting

June 13, 2017

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PRESENT: Rhonda Sheats, Chief Dave Ellis, Alyssa Fox, Alan Bailey, Justin Frazier, Jim Dicey, Rod Paige, Gary LeBlanc, and Marcy Johnson.

Meeting called to Order – Rhonda called meeting to order at 10:00

GUEST: Phil St. Cyr from Primex – arrived at 10:15 – Mr. St. Cyr introduced himself to us, explained what the Joint Loss Committee's responsibilities are. We need to meet no less than once a quarter, every town facility needs to have an inspection done from the committee yearly. (Mr. St. Cyr is willing to help conduct any of these inspections). Records of these inspections must be kept any item that can be repaired immediately does not need to go on report. We need to keep on file this report with a copy of report showing items that have been repaired.

We need to keep copies of all SDS forms in a manual and give copies to the fire department. There is training available if we need it. Mr. St. Cyr explained that municipalities do not fall under OSHA rules, but we do fall under the Department of Labor. We are required to have a log of all injuries (no matter how minor) documented. If medical services are needed a 1st report of injury must be filed within. Injuries must be submitted within 5 days including Holiday and Weekends.

Alyssa will see if the Town has submitted safety summary form since 2011. We will need to have a safety program in place and Primex offers lots of safety training and will come out and do the training at our convenience. Mr. St. Cyr discussed some safety issues regarding exit doors, anytime there are more than 20 people meeting in a public building it should be announced where the exit doors are located in case of an emergency. Also discussed eye wash stations where chemicals/cleaners are being used, the need to have exit maps in our public buildings where people gather.

Mr. St. Cyr also let us know that Primex would review any contracts, policies, safety programs for us. They can also help us find any policies to use as guides for our town as well.

NEW BUSINESS:

1. Inspection of Community Center
2. Inspection of Playground
3. Inspection of Skate Park
4. Adjournment - Meeting adjourned at end of inspections 12:00

Respectfully submitted

Marcy Johnson