

**Town of Richmond
Joint Loss Management/Safety Committee**

Call to Order: July 7, 2014 at 5:40 p.m. at Town Hall by Chair Melanie Ellis, Lt. Richmond Fire Department. Jonathan Beal, Highway Department, Wendy O'Brien, Librarian, and Sandra Gillis, Carol Jameson, Kathy McWhirk, Selectmen, were also in attendance.

Old Business:

Emergency Phone Number

There was some discussion regarding adding the local 352-1100 emergency number to various Town materials.

Additional Committee Members

Sandra noted that there are several open positions on the Committee. Wendy will contact Heidi for a list of Town Employees and will solicit new members to represent the Town Departments. There was some discussion of the number of employees vs. supervisors needed for the Committee as well as the number of times the Committee should meet per year. Wendy will bring the Policy Statement and the listing of Committee Duties and Responsibilities for distribution at the next meeting.

New Business

Self-Inspection Checklist

Sandra reported that most of the work at the Veteran's Hall has been completed. The Committee decided to have each Town Department develop their own self-inspection checklists, check their buildings, and report to the Committee at its meeting in October. Wendy will distribute sample checklists to be customized to Town Departments.

Department of Labor Safety Management Course

Sandra will check with Loreal Schmidt to see if she had attended a course this year on behalf of the Town. If an employee attends a course annually, the Town safety standing will be maintained.

Report of New Equipment or Employee Accidents

It was determined that the swings had been replaced on the swing set behind the Firehouse. There were no employee accidents since the last meeting.

Next Meeting

The next meeting of the Joint Loss Management/Safety Committee will be on Monday, October 6th at 5:00 p.m.

Adjournment

The meeting was adjourned by Melanie at 6:03 p.m.

Respectfully submitted,

Wendy O'Brien