

Workplace Safety Meeting Minutes

March 8th, 2016 Chester Town Hall

- I. **Call to Order:** The meeting was called to order at 9:30 am. Attendees: John Divis, Elizabeth Netsch, Jim Schaefer and Jenny Watrous. Introductions were made.
- II. **Previous Minutes:** The minutes of December 8, 2015 were reviewed. John Divis moved to accept as presented and Jim Schaefer seconded. The minutes were accepted.
- III. **Business: Health and Safety Program Ideas–** Yoga and Mindful Meditation classes continue at Town Hall. Jenny will be including this in the town wide email to get the word out. John Divis attended the RiverCOG meeting which went well and they will be bi-annual meetings moving forward. Lauren went to OSHA to contest the violations and she was able to get most of the violations dropped and the asbestos tiles in the library came out fine.
- IV. **Department Reports**
 - A. **Chester Hose Company:** Jim had one back injury to report on that happened during a call to one of the employees. He went to the clinic to get checked out and is now back at work. Jim paid his shift to avoid any insurance claims.
 - B. **Chester Elementary School:** Liz reported that the net batting cage is falling apart of the little league field and she will send out an email to her contact and cc Jenny on it to get it taken care of.
 - C. **Chester Public Library:** No Report
 - D. **Park and Recreation:** Liz forwarded an email from an employee regarding concerns about working outdoors to the Human Resources Department. It is being reviewed. Liz brought up issues of needing more medical equipment. Jim is going to order the equipment for her.
 - E. **Police Services:** No report.
 - F. **Public Works:** John reported that OSHA will be conducting noise monitoring tests on his staff on Wednesday, March 30th. John and Ryan will be changing all the air filters in the Library in July. John also mentioned the Public Works will be doing brush pick up this week.
 - G. **Town Hall:** The insulation in the ceiling has been fixed in the Town Hall.
- V. **Audience of Citizens –** None.
- VI. **Other Business –** None
- VII. **Next Meeting:** June 14th, 2016.
- VIII. **Meeting was adjourned at 9:55 am.** Motion by John Divis, seconded by Elizabeth Netsch. Approved.

Respectfully submitted, Jenny Watrous