



TOWN OF RANDOLPH, VERMONT

Safety Committee

Tuesday, November 17, 2015 at 7:00 a.m.
Town Hall Conference Room A, 7 Summer Street

1. Call to order
2. Approve Agenda
3. Approve minutes for 10/20/15.
4. Public Comment
5. New Business
 - a. SDS Sheets
6. Old business
 - a. Drugs and alcohol policy
 - b. Walkway issues- follow up on repair progress
 - c. Gas pump at village garage - was an estimate for repair obtained?
7. Other business
8. Meeting adjournment.

Note: This agenda may be modified 48 hours prior to meeting. At the discretion of the Chair, the Board may deviate from the order of subjects above. The Town of Randolph provides equal access to its programs and services. To request a specific accommodation, contact the Town at (802) 728-5433 or (800) 253-0191 (TTY) or email Secretary@randolphvt.org. The meeting/Town office is wheelchair accessible.

Town of Randolph
Staff Safety Committee Meeting Minutes
November 17, 2015
Randolph Town Hall, Conference Room A

Attendees: Chris Chambers, Doug Armstrong, Amy Grasmick, Joyce Mazzucco, Cindy Spaulding and Loretta Stalnaker

Chris Chambers, Safety Committee Chair, called the meeting to order at 7:03 a.m. The first order of business was the approval of the agenda. Cindy Spaulding made a motion to approve the agenda as presented. Amy Grasmick seconded the motion. A voice vote was taken and the motion carried by unanimous vote. The agenda was approved.

The next order of business was the approval of the previous meeting's minutes. Joyce Mazzucco made a motion to approve the minutes. Cindy Spaulding seconded the motion. A voice vote was taken and the motion carried by unanimous vote. The 10/20/2015 meeting minutes were approved as presented.

The next order of business was public comment. There was no public comment.

The next order of business was new business. Copies of an article entitled "**From MSDS to SDS – GHS Brings Big Changes to Safety Data Sheets in Hazcom 2012**" was distributed to all committee members. Chris Chambers told the committee he had attended a training and the question about MSDS and SDS compliance was mentioned. MSDS is the acronym for material safety data sheets. MSDSs are documents that travel with or ahead of hazardous chemical shipments, warning users of the specific dangers of such products and guidance on their safe handling, storage and disposal. SDS is the acronym for safety data sheets, which is the same as MSDS without the "M". Chris had not heard about any changes to MSDS and SDS compliance. He did some research and found the aforementioned article which discusses the changes to MSDS and SDS, and the timeline for compliance. There was a discussion about what MSDS and SDS is and the types of products that require such documentation. Participating in the discussion were: Doug Armstrong, Cindy Spaulding, Joyce Mazzucco, Chris Chambers, Amy Grasmick and Loretta Stalnaker. All employers must be compliant with the new standards by June 1, 2016. The types of products that require a MSDS/SDS are various cleaning supplies, toner, lubricants and oils, etc. Department heads will need to be aware of the June 1, 2016 deadline for compliance and work on updating the MSDS/SDS manuals for their departments. Chris stated that his supervisor is aware of this requirement. Doug said he would share the information with Bill Morgan. The MSDS/SDS manuals for the town offices and library will need to be updated. Cindy Spaulding stated that the Tier 2 reporting for hazardous materials is due in January 2016.

The next order of business was old business. Doug Armstrong asked to discuss the drug and alcohol policy again. He recommended that the policy for random drug testing be amended to include all town employees and not just the employees with CDL's. A discussion followed, with the following individuals participating: Doug Armstrong, Joyce Mazzucco, Cindy Spaulding, Loretta Stalnaker, Chris Chambers, and Amy Grasmick. The committee discussed

random testing of all employees, pre-employment testing for persons the Town intends to hire as drivers and the disciplinary process for anyone failing a random drug test. Also discussed was testing for suspicion of drugs or alcohol use, post-accident testing, and return to duty testing. Loretta Stalnaker made a motion to recommend to the Town Manager/Selectboard that the drug and alcohol testing policy be re-written to include all town employees and not just the employees with CDL's, and to change the disciplinary process to one offense with disciplinary action documented in the personnel file and termination with the second offense. Chris Chambers seconded the motion. There was no further discussion. A voice vote was taken and the motion carried by unanimous vote. A recommendation will be made to the Selectboard to rewrite the drug and alcohol testing policy with the modifications as mentioned above and to appoint a committee to work on rewriting the policy.

The next item under old business was the issue of the condition of the walkway at the Kimball Library. The walkway has been temporarily repaired. A permanent solution will require an engineering re-design to reduce the incline of the walkway. There was a brief discussion with the following individuals participating: Doug Armstrong, Amy Grasmick, and Cindy Spaulding.

The next item under old business was on the gas pump at the village garage. The estimate for repairing the pump is still pending.

The next order of business was other business. Amy Grasmick informed the committee of a safety issue at the library. The floor on the lower level, where the children's library is located, is a concrete floor which is covered by carpeting. There is one section where the concrete is deteriorating and is creating a hazard with the uneven floor. This section had previously been repaired by Green Mountain Floor Store, but the repair was poorly done. A discussion following, with the following individuals participating: Amy Grasmick, Cindy Spaulding, Doug Armstrong, Joyce Mazzucco, Chris Chambers and Loretta Stalnaker. Doug Armstrong recommended that Amy contact Larry Richburg and ask him for his recommendation of a reliable person or business to repair the floor.

Still under other business, Chris Chambers presented the issue of feeding wildlife on town property. A discussion followed, with the following individuals participating: Chris Chambers, Joyce Mazzucco, Doug Armstrong, Amy Grasmick and Loretta Stalnaker. The committee discussed the problems presented by feeding the wildlife—the animals lose their natural fear of humans, potential health and safety risks to the public, and general public nuisance (getting into garbage). The committee also discussed whether there should be a town policy about the feeding of wildlife on any town property. Cindy Spaulding presented the issue of field staff bringing personal pets into the workplace/work vehicles. The discussion then opened to include all town employees bringing pets to the workplace. The committee discussed the possible safety issues having personal pets in the work place might present and the possible liability to the town. Participating in the discussion were the following individuals: Cindy Spaulding, Amy Grasmick, Doug Armstrong, Chris Chambers, Joyce Mazzucco and Loretta Stalnaker. Loretta Stalnaker made a motion to table action on the question of banning the feeding of wildlife on all town property and the question of employee's personal pets in the workplace and in town vehicles until the next meeting. Doug Armstrong seconded the motion.

A voice vote was taken and the motion carried by unanimous vote. Action was tabled until the next Safety Committee meeting in December.

There was no further business to consider. Chris Chambers made a motion to adjourn the meeting. Loretta Stalnaker seconded the motion. A voice vote was taken and the motion to adjourn carried by unanimous vote. The meeting adjourned at 8:05 a.m. The next Safety Committee meeting will be held on Tuesday, December 15, 2015.

Respectfully submitted,

Joyce L. Mazzucco
Randolph Town Clerk & Treasurer
Safety Committee Secretary