

City of Keene
New Hampshire

SAFETY AND WELLNESS COMMITTEE

Wednesday, April 6th 2022 at 10:00 AM
City Hall, 2nd Floor IMS Training Room

This meeting will be conducted in-person

STATEMENT OF PURPOSE

The purpose of the Safety Program is to reduce loss, health risks, and injury on the job. This is accomplished through consistent safety practices and safety education, using training programs and an organized safety management system established jointly between employees and management.

AGENDA:

1. Welcome and Call to Order
2. Approval of December 1st 2021 Minutes
3. Review of Incidents
 - a. Injuries
 - b. MV Accidents
 - c. Property Damage
4. Building Inspection Follow Up
 - a. Building Inspections
5. Training Updates
 - a. Primex Opportunities
 - b. National Safety Council
6. Adjourn – Next Meeting Wednesday, June 15th 2022 at 10:00 AM

City of Keene
New Hampshire

MINUTES – SAFETY AND WELLNESS COMMITTEE

December 1st 2021 10:00 AM - 11:00 AM

Zoom Online Meeting

Members Present

Andy Bohannon
Robert Bishop
Todd Calderwood
Sherrie Curtis
Josh English
Daniel Langille
Scott Martin
Jane McDermott
Jim Mountford
Kristy Morrison
Brett Ouellette
Frank Pierannunzi
William Schoefmann

Staff Present

Beth Fox, HR
Megan Young, HR

Additional Present

Meeting called to order at 10:04 AM by Andy Bohannon

Previous Meeting Minutes & Miscellaneous Notes:

- The Committee reviewed and accepted the minutes from the September 22, 2021 meeting, motion moved by Will Schoefmann, Dan Langille, second
- Meeting minutes can be found under [CityHub > Safety > Minutes](#)
- Welcome Frank Pierannunzi, Fire and Josh English, Police Department
- Meeting reporting format updated and in use for streamlined approach with higher level metrics; helps to identify trends and promote preventive measures and corrective actions

Review of Incidents

Injury:

- Investigations are starting to reflect more situational awareness, lessons learned, increased proactive safety measures and in turn decreasing the amount of incidents; thank you
- Goal for incident reporting is to provide as many details as possible in the claim and report to Primex within 24-48 hours; however, follow up questions and further investigation from the Supervisor is necessary and is part of the incident reporting process
- There were no reports needing more information, well done
- Reported injuries = 8 total with 2 COVID related or exposure claims
- The remaining 6 involved a couple of slips and trips; a compression head/neck injury on an ambulance; a cut to the hand, a strain to the wrist and a knee strain
- Entering the season for increased slips, trips and falls. Be mindful of weather conditions and if equipment is needed, take necessary steps to prepare ahead of time (shoe trackers, salt, signage, etc)
- Injury preventive measures include checking surrounding areas prior to work, inspect equipment prior to operation, wash and sanitize often, adhere to proper bending and lifting techniques to reduce strains and pulls and be aware of your surroundings at all times. Simply... slow down!

Property & Liability:

- 3 property damage claims submitted, Fire Department

- Damage includes door 3 for Central Fire, tower ladder for Station 1 and back bumper dent from post nearest the entry door to tower B
- P&L preventive measures include double checking your surroundings, do not attempt maneuvers in narrow/tight areas where damage is KNOWN to occur. Look before operating vehicle or machinery and use the resources around you! Use a ground guide and back up cameras if available

New Business:

- Fillable Supervisor's Accident/Loss Investigation Report (fillable pdf) available through the HR Portal <http://vintranet/hr-portal/safety-committee>
- Department heads remind employees how to properly complete the first report of injury. Supervisors are responsible for completion of the entire form, please do not forget preventive measures and corrective action boxes
- Building Inspections almost 100% complete approximately 30 days prior to deadline, well done. Still outstanding at this time is the Airport & Transportation Center <L:\Safety\Building Inspections 2021>
 - Beth Fox to review and follow up with any outstanding
- Safety Manual can be viewed here <L:\Safety\Safety Manual>
- Administrative Directive has been updated for Hazard Communications; folks within these areas should plan to review and provide feedback
 - Meg to assist, Todd and Jim to take a look to identify what has changed for the numbering system and how the standard has changed. Francis happy to discuss further to what is needed
 - U.S. system is now international with updated forms, numbering system, and notification process
- Emergency exits should be thoroughly mapped and should be easy to identify on each floor for each department
 - City Hall emergency exits lead outside or into other areas, these should be identified and marked accordingly
 - Sherri and TJ to work together for the 2nd and 3rd floors of City Hall

Training Updates:

- Primex <https://www.nhprimex.org/explore-training/> training opportunities
 - Check periodically as courses are constantly added
 - Online and in person training available
 - 13 out of 25 completed the online Accident Training provided through HR email communications and tracking
 - Reminders of training were beneficial, down side was login issues for Primex
 - Common topic for city employees is proper bending/lifting techniques
- Chainsaw training / certification is highly requested from various departments
 - Instructor led possibly at old campground area where additional communities or personnel are welcome to participate
 - Highway and Fire Dept interested
 - Bob stated an informative class with real life examples
 - Look into possible 2022 dates
- National Safety Council (access as a city member)
 - Contact HR for passcode and additional information

The meeting adjourned at 10:36 AM – motion moved by Dan Langille; Scott Martin second

Next Meeting Wednesday, April 6th 2022 at 10:00 AM

Minutes respectfully submitted by:
Kristy Morrison, Staff

Building Inspection Issues- 2021

Recreation Center

1. Room 22 had cords on the floor causing a tripping hazard

City Hall

1. Ceiling tiles missing: Revenue collection storage room, 2nd floor hallway, 2nd floor parking office, IT ceiling tile with discoloration (should be investigated and replaced)
2. 4th floor breakroom has clutter of old supplies around the room on the floor, heater cover off in the breakroom
3. 3rd floor boxes along the back of the wall in Finance, confirmed they will be gone soon
4. 1st and 2nd floor exit maps are not in each office- should each office have their own map?

Black Brook Water Booster

1. Fire extinguishers not inspected monthly
2. First aid supplies not available or current

Black Brook Pump Station

1. First aid supplies not available or current

Martel Court Pump Station

1. Materials are stored with danger of falling
2. Emergency evacuation procedures not posted
3. Emergency phone numbers not posted by phones

West Street Well #1 Corrosion Control

1. Fire extinguishers not inspected monthly
2. Floor either not clean, not dry, or not free of trip hazards

Court Street Corrosion Control #2-4

1. Not all wall receptacle have cover plates (updating electrical)
2. Work areas have trip hazards/cluttered
3. Fire extinguishers not inspected monthly
4. Emergency exit signs not lit
5. Noisy environment- not labeled as to what hearing protection is needed

Chapman Booster Station (Water)

1. Fire extinguishers not inspected monthly
2. Emergency exit signs not lit
3. Emergency lights not working/tested
4. Emergency evacuation procedures not posted
5. Noisy environment- not labeled as to what hearing protection is needed

Cheshire County HC

1. Exposed wires are visible in circuit box/outlets

Bradco WW Pump Station

1. Fire extinguishers are obstructed and not clearly identified
2. Fire extinguishers are not inspected monthly
3. Potable water/cleaning agent/towels not provided
4. Noisy environment- not labeled as to what hearing protection is needed

Library and Heberton

1. Missing some emergency exit maps in locations

WWTP

1. Blower room EBU needs batteries
2. 2 EBUs in septage needs batteries

Fire Station 2

1. Entrance not well lit
2. Floor material in hallways not in good condition
3. Lockers, cabinets in hallways not securely mounted to wall or floor
4. Floor areas not barricaded when wet or cleaning to warn of slip hazards
5. Windows have breaks and cracks
6. Rooms not neat or clean
7. Restroom floors not clean/dry to prevent slips
8. Restrooms not well lit
9. Supply closet doors not shut or locked when not in use
10. Boiler/Electrical room doors not shut or locked when not in use
11. Electrical boxes/switches/receptacles not covered
12. No emergency exit maps
13. No eye wash stations

Keene Police Dept

1. Numerous security lights not working (battery issue)

Transfer Station

1. Entrance not well lit
2. Hallway not clean or free of loose materials and debris
3. Sorting area has broken glass on the floor
4. Building has fire damage that has not been repaired yet

Fleet Services

1. Extension cords and power cords on equipment not in good repair
2. Electrical panels and breaker boxes obstructed

PW Main Building

1. Items in supply/storage closets not neat or orderly
2. Electrical panels and breaker boxes obstructed

Robin Hood Park Playground Building

1. Exits not properly marked

Woodland Cemetery Chapel

1. Stairs have clutter/trip conditions
2. No non-slip coating or tread on exterior steps
3. Restroom not working
4. No emergency exit maps

Monadnock View Maintenance Bldg

1. No floor mats in entrance
2. No sign directing visitors to sign in
3. No emergency exit maps

Wheelock Playground Bldg

1. No floor mats in entrance
2. Restrooms not well lit, needs new bulbs
3. No emergency exit maps

Wheelock Brown House

1. Entrance not well lit
2. No floor mats in entrance

Wheelock Pool Filter House

1. Entrance not well lit
2. No floor mats in entrance
3. Exits not marked

Wheelock Concession Stand (Durling)

1. No floor mats in entrance
2. Exits not marked

Wheelock Old Maintenance Bld (Horseshoe pits)

1. Entrance not well lit
2. No floor mats in entrance

Wheelock Concession Stand (Bambino)

1. No floor mats in entrance

2. Screen door needs a screen

Wheelock Campground Bathhouse

1. No floor mats in entrance

Wheelock Horseshoe Club Bldg

1. Exits not marked

Airport Terminal (pictures attached)

1. Entrance steps and walkways are not in good condition
2. Tiles in lobby are worn/broken
3. Outdoor stairs and stairways need repair- stairs are cracked/damaged
4. Outdoor stairs and stairways create a trip hazard because they are cracked
5. Exterior steps not covered with non-slip coating or tread to prevent slips during inclement weather













