***MINUTES***

***SAFETY COMMITTEE MEETING***

***Richland Township and Richland Volunteer Fire Department***

***June 8, 2022***

*Richland Township and the Volunteer Fire Department met on June 8, 2022, for their monthly Safety Committee meeting.*

***PRESENT***

*Bryan J. Beppler, Executive Director*

*Kimberly D. Stayrook, Administrative Assistant*

*Wesley Meyers, Fire Chief*

*Scott Conahan, Police Department Representative*

*John Herdman, Police Department Representative*

*Russell Felton, Road Department Representative*

*Todd R. Shaffer, Road Department Representative*

*Jim Haberkorn, Richland Fire Department - Guest*

*Barbara Smith, Teeter Group – Guest*

*Mrs. Smith noted that the main topic at today’s meeting is the Pennsylvania Certified Safety Committee Annual Training, which is mandatory training for everyone on the Committee.*

***APPROVAL OF PRIOR MONTH’S MEETING MINUTES - May***

*- Mr. Shaffer moved to approve the minutes of May 11, 2022, seconded by Sgt. Herdman. All in favor.*

***OLD BUSINESS***

*Mr. Beppler stated that everyone was to do a quarterly inspection in their respective departments and were to review the checklists provided. There was a one-page checklist and a multiple page inspection checklist.*

**Inspection of Administrative Offices (May 25, 2022)**

*Mr. Beppler stated that he and Ms. Stayrook completed their inspection and used the one-page checklist. This checklist met their needs in the inspection of the Administrative offices. No safety issues were present at that time.*

*Mr. Beppler asked if all departments had done their safety inspections and completed their inspection checklists. Everyone indicated that the inspections were done, along with the paperwork. The checklists were compiled by Mr. Beppler and will be filed accordingly.*

**Inspection of Richland Fire Station (June 6, 2022)**

*Mr. Meyers stated that they had conducted the quarterly inspection at the Richland Fire Station and noted the overhead lighting in the bays was not bright and there are some fixtures that need to be repaired. In addition, there may be ballasts that needed replaced. Furthermore, he stated that auto sensors were installed with the new building addition, and at times, they are not convenient when working on a large truck and you aren’t near the sensor to have the lights automatically come on. Mr. Meyers said they used the one-page checklist, and it was adequate.*

*Mr. Beppler asked that Mr. Meyers investigate LED replacement costs, and there may be special funds that could be used to update the lighting concerns. Mr. Meyers will provide Mr. Beppler with an update.*

**Inspection of Municipal Garages (June 6, 2022)**

*Mr. Shaffer and Mr. Felton did an inspection at the municipal garages and used the multiple page checklist and the one-page checklist. Both checklists had areas that worked for the garages.*

*They noted that the Bucket Truck is not equipped with a door to get in the bucket and questioned if a door could be installed. As workers get older, it is more difficult to get in and out of the bucket. In addition, it does not have a current inspection. Mr. Beppler stated Mr. McCombie (Acting Road Foreman) will be directed to get the truck and equipment inspected and investigate the installation of a door. In addition, the possibility of changing the entire bucket to a bucket with a door was mentioned.*

*Mr. Shaffer asked if wheel chocks could be purchased for larger trucks when parked on grades.*

*Mr. Beppler stated that Mr. McCombie will be directed to purchase the wheel chocks for the trucks that need them.*

*Mr. Shaffer and Mr. Felton noted that the first aid kits are older, and the items have been used and not replaced, etc. Mr. Beppler stated that Mr. McCombie will be directed to work with Mrs. Stayrook and new first aid kits will be purchased.*

*Mr. Shaffer stated the lighting in the old stone building is not sufficient and could create a safety hazard. In addition, lights within the shed building need replaced. Mr. Beppler stated that he will talk with Mr. McCombie and have Tercek Electric look into what’s necessary to get additional lighting and fix existing issues.*

*Mr. Felton stated that they do have water to clean up in the event that they get splashed. However, an eyewash station would be a better solution. Mr. Beppler advised Ms. Stayrook to purchase an eyewash station.*

*Improvements in housekeeping were noted. Mr. Felton states that the department is working on throwing items away and cleaning appropriate areas.*

**Inspection of Police Department (June 8, 2022)**

*Sgts. Conahan and Herdman did an inspection at the Police Department. They noted staffing and emergency concerns.*

*Mr. Beppler advised these matters should be addressed with the Chief of Police (Michael Burgan).*

*Sgts. Conahan and Herdman advised new chairs are needed in break room. Chairs are wobbly (safety issue). Mr. Beppler advised Mr. Burgan to order replacement chairs.*

*Mr. Beppler advised that the rear parking area near the sidewalks was discussed previously. He and Mr. McCombie are looking into solutions to fix the water that “pools” in certain areas.*

*Mr. Beppler gave an update on some projects that are planned for updating/remodeling the Municipal Building, including new flooring in the police department and upstairs meeting room. He noted that new windows will be installed in the building as well.*

*Mrs. Smith noted that if the Road Crew or any of the departments has items from both checklists, she would combine them and prepare one inspection form for them.*

***NEW CLAIMS***

*None reported, however it was mentioned in the meeting that a Road Crew employee encountered poison ivy and had a reaction. The Committee asked if this incident is a reportable worker’s compensation claim. Ms. Stayrook stated absolutely, anything of this nature should be reported. This is a worker’s compensation reportable claim.*

***NEW BUSINESS***

*Mrs. Smith, Teeter Agency provided handouts to everyone present and gave a presentation on Safety Training. Items addressed were Safety Committee Structure and Operation; Hazard Detection and Inspection; Accident Investigation and Prevention; Substance Abuse and Opioid Painkiller Use. Mrs. Smith gave a concise detailed presentation, and it was greatly appreciated by all in training.*

*There being no further business, on a motion by Mr. Shaffer, seconded by Sgt. Herdman, the meeting adjourned at 12:28 p.m.*

*Respectfully submitted,*

***Kimberly D. Stayrook***

*Administrative Assistant*