

Minutes of the Nelson Employees JLMC Meeting of 10/29/13

Attendees:

JLMC Members; Richard Pratt, Nick Barrett, Mike Tarr, Jason Walter, Dave Upton

Guests: Acting Fire Chief Bud French, PLT Safety Advisor Ron O'Keefe

The meeting was called to order by Dave Upton at 6:30 pm.

Meeting Proceedings

Approval of Minutes of JLMC Meeting of 8/7/2013

Motion by Dave Upton to approve the minutes of 8/7/13 as presented was seconded by Jason Walter and approved by unanimous vote.

The topic for this meeting was the training of JLMC on methods and considerations for conducting building safety inspections. Ron O'Keefe led the discussion as we toured and inspected the Police Station, the Fire Station and the Highway Department Office Garage and Maintenance Bay.

Ron pointed out that in general we should be looking for aspects of the condition of these work spaces that would have an impact on employee safety. A brief description of Ron's observations is as follows:

Police Department:

1. There should be a fire rated partition between the "Sally Port" and the Chief's

office.

2. The emergency shut off switch for the furnace should be relocated to be accessible from floor level.
3. The walkway to the front door should be regraded so as to become ADA compliant

Fire Department:

1. The door between the Meeting Room and the Truck Parking Garage needs to have a closer and be a one hour rated fire door.
2. There should be a fire rated partition between the Parking Garage and the Chief's office.

Highway Department:

1. The Department of Labor employee minimum wage, safety and health etc., posters in the office need to be updated.
2. All elevated thresholds between the office and other areas should be painted a bright color to make their location more apparent.
3. The handrail from the office to the truck garage should be “graspable”.
4. The installation of a diesel exhaust extraction system should be considered.

General

1. All offices should have a First Aide Kit in place.
2. Offices and meeting spaces should have CO detectors installed.

A motion to adjourn was made, seconded and passed by unanimous vote at 7:30 pm.

Respectfully submitted,

Dave Upton

Chair, Nelson JLMC