**Workplace Health & Safety Committee Minutes**

October 7, 2020 @ 10 a.m.

**Members Present:**

* Joe Kaczenski
* Marianne Berg
* Larry Noakes
* Julie Ramsey

**Guests Present:**

* None

**Additions to the Agenda:**

* Food Handling Process, Larry Noakes – New Business

**Reading of Previous Meeting Minutes:**

*Julie Ramsey made a motion to approve the August 2020 meeting minutes as presented. Larry Noakes seconded the motion. Committee members Joe Kaczenski, Marianne Berg, Julie Ramsey, and Larry Noakes gave a yes vote. The motion passes.*

**Workplace Injuries/Exposures:**

* None reported

**Unfinished Business:**

* Chief Kaczenski and Larry Noakes are completing further research on the OSHA inspection requirements document.
* An updated safety reporting document draft was presented for review.

*It is the consensus of the Committee to begin using the safety reporting document as presented.*

* The WHaSC quarterly newsletter was not published in September. The Committee discussed publishing the Employee Rights document as a newsletter so that it gets out to the staff and volunteers in a timely manner.

*It is the consensus of the Committee to publish a late, third quarter newsletter with the Employee Rights document being the focus.*

* Julie Ramsey has completed her OSHA training, “Safety Committees and Meetings”.
* There is still a vacant seat on the Committee for a Rescue Division Representative.
* Chief Kaczenski completed the safety vest audit for all stations. Next to audit for safety vests will be all utility vehicles
* There was some damage found to the ice machine when it arrived. A small corner dent needs to be repaired before install.
* The main station water system is being worked on by Chief Kaczenski and Chief Beck.
* The Employee Rights document was reviewed. The title will be changed to “Employee/Volunteer Rights”.

*It is the consensus of the Committee to approve the Employee/Volunteer Rights document.*

* “Non-Potable” & “Do Not Drink” signs have been created, laminated, and affixed at all outdoor waterspouts and indoor water stations.

**New Business:**

* Chief Kaczenski is reminding everyone to stay diligent in wearing their masks when in a less than six-foot radius of another person.
* Larry Noakes raised a sanitary concern over the use of an industrial size jar of mayonnaise being used at social gatherings involving food consumption.

*It is the consensus of the Committee to use either mayonnaise packets or smaller squeeze bottles of mayonnaise at social gatherings involving food consumption.*

**Member Comments:**

* Chief Kaczenski thanked everyone for their participation in the WHaSC.
* Larry Noakes suggest the District “flag” houses that may pose a risk to staff/volunteers when on emergency calls.

**Meeting adjourned:** 10:32 a.m.

**Next Meeting:** November 9 @ 1 p.m.