

**Town of Wellesley Safety Committee Meeting Notes**  
**Friday September 27, 2019, 1:00-2:00 pm**  
**FMD Conference Room**

**Attending:** Jennifer Glover, Scott Szczebak, Inna Ivers, Jamie Jurgensen, Jeff Azano-Brown, Michael Santangelo, Michael Carmody, Nat Brady, Gayle McCracken, Joe Murray, Michael Anderson,

**Welcome & Introductions:** What does safety mean to you in your daily job? How can you help others in town with safety?

- Budget item
- Employee morale
- Being safe at work
- Environment is safe and comfortable
- Workplace incidents
- Public is safe
- Managers make sure workers are safe, facilities are safe, and people in them are safe
- Training the employee the right way to do something
- Keep employees and students safe
- Look at what happened with manager
- Team with manager & supervisor
- Employee leaves at the end of the day
- Safety built into purchasing, every operations when designing something new
- Commitment, get fired up
- Share resources, experiences, lessons learned
- Key value = Safety First
- Collaboratively share tools, professional development opportunities
- Getting employee's home safely
- Aging workforce-how to keep them working

**State of Town of Wellesley's Safety:** Discussed what FY19 incidents looked like, costs, etc. Discussed what is OSHA and how does it now effect the Town of Wellesley.

**Brainstorm:** What should we do as a committee to improve workplace safety? Where do you think the town is lacking in safety? How can we share training resources?

- Schools started a safety committee in each building
- coordination of training
- make WC process user friendly
- establish a culture of safety
- review incident reports, patterns, prevention
- target areas of town with not enough focus on safety, office workers
- consistency
- share resources
- schools: de-escalation training
- health & wellness-stretching

- ergonomics training, lifting
- budget
- random inspections
- info sent to public
- safety is each ee's responsibility
- safety training during onboarding/hr
- website
- compliance
- reduce lost time

**Logistics:** Decided on meeting the first Tuesday of each month, beginning in November. We will rotate location of the meetings. Each dept head will designate someone to attend each meeting as a liaison/point person.

**Homework for next meeting:** Start thinking about developing a mission statement  
What trainings and safety procedures does your department do now?