

## TOWN OF WELLESLEY SAFETY COMMITTEE MEETING NOTES

Tuesday February 4, 2020, 1:00- 2:00 PM

Middle School

**Attending:** Jennifer Glover, Inna Ivers, Michael Carmody, Kristen Stacy, Sally Rose, Vivian Zeng, Stephanie Hawkinson, Joe Murray, Sue Hamilos, Gayle McCracken

### Incident Review

January 2020 – 6 total

### First town-wide initiative – Monthly newsletter

It was decided that it would be called The “Well”esley Employee. We discussed topics that were sent to Jen by various departments. A suggestion was made to include info in each newsletter regarding how a supervisor and employee can use the info, so both groups are empowered to follow procedure and work safely. We discussed having workshops and events during the month on certain topics - holding a wellness day or put together educational materials on a subject.

Safety topics calendar draft:

#### **January - winter safety, walking safely on ice**

National Radon Action Month

Winter Safety

#### **February - love yourself, overexertion, stretching, meditation, back injuries (The schools get self-directed meditation reminders through email. They also offer a free app for educators.)**

American Heart Month

Feb. 2-8 National Burn Awareness Week

#### **March - nutrition and healthy eating. The Health department could send food safety tips. An event called “2020” will be presented at the school. A big van that comes to the school to get your eye exam done - all town employees covered under Eyemed are welcome. *(It has since been clarified that the school’s event will not be open to all town employees)***

Brain Injury Awareness Month

National Nutrition Month

Workplace Eye Wellness Month

#### **April - keep well clinic. April is open enrollment month so we could reach out to Fallon and do an education campaign on that, public blood pressure monitoring.**

National Youth Sports Safety Month

April 5-11 National Window Safety Week

April 6-12 National Public Health Week

April 7 World Health Day

April 20-24 National Work Zone Awareness Week

April 27-May 1 National Playground Safety Week

Spring Safety

**May - stretching, ergonomics, desk yoga, slips, trips and falls, material handling and lifting**

Motorcycle Safety Month

National Bike Month

National Electrical Safety Month

Clean Air Month

National Water Safety Month

Healthy Vision Month

National Physical Fitness & Sports Month

Mental Health Month

Better Hearing Month

Global Employee Health and Fitness Month

May 4-8 National Safety Stand-Down to Prevent Workplace Falls

**June - sun exposure and heat stress, sunscreen**

National Safety Month

Summer Safety

National Lightning Safety Awareness Week

**July - what's in your first aid kit, medical emergencies, how to use epipens**

National Fireworks Safety Month

July 31 National Heatstroke Prevention Day

**August - managing difficult behavior, de-escalation strategies**

National Immunization Awareness Month

Back to School Preparedness Month

Aug. 2-8 Stop on Red Week

Aug. 19-23 Drive Sober or Get Pulled Over

**September - bike safety, concussion awareness**

National Alcohol & Drug Addiction Recovery Month

National Preparedness Month

National Food Safety Education Month

Sept. 18 Concussion Awareness Day

Autumn Safety

**October - flu clinics and winter health, preventing the spread of viruses; also preventing cyber viruses**

National Substance Abuse Prevention Month

National Crime Prevention Month

National Protect Your Hearing Month

Cyber Security Awareness Month

National Fire Prevention Week

Oct. 18-24 National School Bus Safety Week

**November - mental health - signs of anxiety, signs of depression, SAD**

## Holiday Safety

### December - driving safety

Safe Toys & Gifts Month

Holiday Season Drunk Driving Campaign

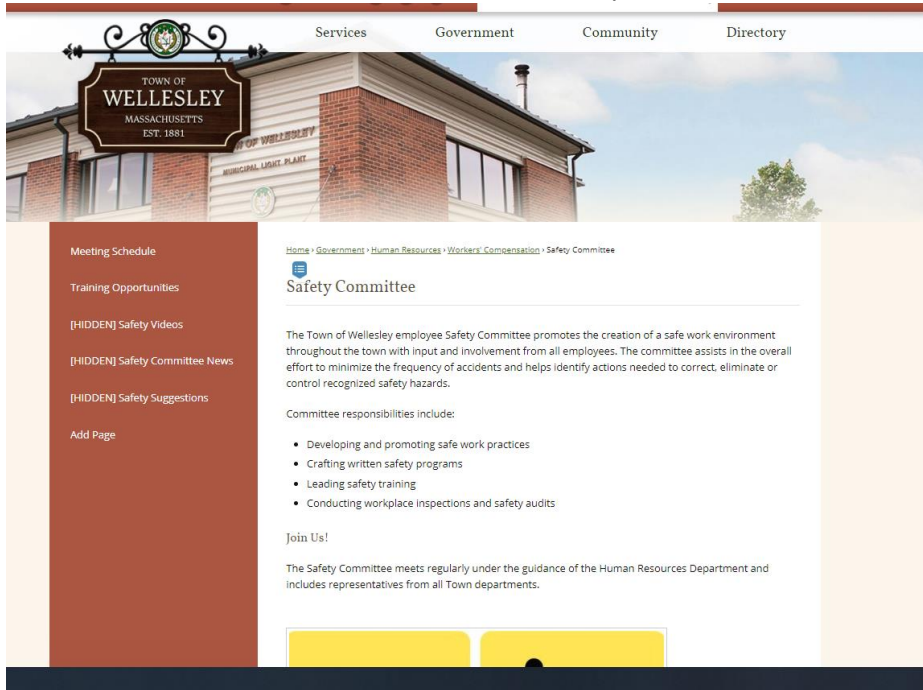
Winter Safety

## Webpage & Mission Statement

We did not get a chance to look at this, however please check it out yourself!

<https://wellesleyma.gov/1408/Safety-Committee>

The rest of the menu on the left is not live yet, but here is a screen shot:



## Announcement of Safety Committee

We will aim to get a March newsletter out and can announce at that time. Stephanie is also rolling out an internal staff newsletter and will announce then as well.

**For the next meeting:** Please look over the draft newsletter calendar and webpage and email your feedback to Jen. We'd like to start with a March newsletter. Jen will be sending a draft.