

**RECEIVED**

By Kent Town Clerk at 11:00 am, Jan 06, 2021

Jan. 5, 2021

DATE

TOWN CLERK  
KENT, CONNECTICUT

**AGENDA**

<u>January 7, 2021</u>	<u>1:15 p.m.</u>	<u>Zoom meeting</u>
DATE	TIME	PLACE

Zoom meeting:

<https://us02web.zoom.us/j/89140210059?pwd=U2I5dnNENzBXZTVrMG9FUDl3a2lidz09>

Meeting ID: 891 4021 0059  
Meeting passcode: 680493  
Dial-in: 1-646-558-8656 (NY)

NOTICE OF MEETING

(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

- 1) Call to Order
- 2) Election of committee chairman
- 3) Approval of Minutes of Oct. 1, 2020 meeting
- 4) Review of Safety Plans: Basic Safety Plan
- 5) Discussion of Safety Issues
  - a. Quarterly review of accidents/incidents
  - b. COVID-19 update
- 6) Adjourn

Town of Kent  
Safety Committee

Lesly Ferris  
Chairman

DATE OF TOWN CLERK NOTIFICATION

TOWN OF KENT  
KENT, CONNECTICUT  
**BASIC SAFETY PROGRAM**

TABLE OF CONTENTS

<b>I. POLICY STATEMENT .....</b>	<b>1</b>
<b>II. BASIC SAFETY INFORMATION .....</b>	<b>1</b>
A. EMPLOYEES .....	1
B. WORKPLACES .....	1
C. SAFETY COMMITTEE .....	2
<b>III. BASIC SAFETY PROCEDURES .....</b>	<b>2</b>
A. GOOD HOUSEKEEPING .....	2
B. LIFTING AND CARRYING .....	2
C. PERSONAL PROTECTIVE EQUIPMENT.....	2
D. PERSONAL HYGIENE .....	3
E. ELECTRICITY.....	3
F. LADDER SAFETY .....	3
G. HEARING PROTECTION.....	3
H. HAND AND POWER TOOLS .....	4
<b>IV. BASIC SAFETY RULES .....</b>	<b>4</b>
A. WORKPLACE INSPECTIONS.....	4
B. WORK ZONE SAFETY .....	4
C. EMERGENCY EVACUATION PLAN.....	4
D. LOCK DOWN PROCEDURE .....	5
<b>IV. OTHER SAFETY PROGRAMS .....</b>	<b>5</b>
A. HAZARDOUS COMMUNICATIONS PROGRAM.....	6
B. BLOODBORNE PATHOGENS PROGRAM .....	6
C. LOCKOUT/TAGOUT PROGRAM .....	6
D. CONFINED SPACES ENTRY PROGRAM .....	6

TOWN OF KENT  
KENT, CONNECTICUT

**BASIC SAFETY PROGRAM**

This safety program is the first step in providing a safe workplace. It will be the guideline for implementation of safety policies stated.

**I. POLICY STATEMENT**

It is the policy of the Town of Kent that every employee is entitled to work under the safest possible conditions in the many occupations we represent. Risk control is an organizational priority that has full management support. Every reasonable effort will be made to provide and maintain a safe and healthy work environment, safe equipment, proper materials and to establish and insist upon safe methods and practices at all ?? (where??)

Accidents which injure people, damage machinery or equipment and destroy materials or property cause needless suffering, inconvenience and expense.

Our safety rules and regulations have been developed for **EMPLOYEES'** [your] protection. These rules and regulations are to be considered directive in nature and applicable to all employees, unless otherwise stated.

It is a basic responsibility of everyone to make safety realization part of their daily concern. Employees are obligated to observe rules of conduct and safety, and to properly use the safety equipment provided. In the event of an injury, those who can perform a job are expected to return to work.

**II. BASIC SAFETY INFORMATION**

**A. Employees**

The employees of the Town of Kent are those employed by the Town. Employees are obligated to observe rules of conduct and safety and to properly use safety equipment provided.

Employees shall complete and keep up-to-date an emergency notification sheet that will be on file (separate from one's personnel file) in the Selectman's Office.

**B. Workplaces**

The Town of Kent workplaces covered under this safety program are Kent Town Hall, Kent Town Garage, Kent Transfer Station, Emery Park and Kent Commons Park, Kent Community House and Kent Center School. **SWIFT HOUSE**



### C. Safety Committee

The Town of Kent has formed a safety committee to assess the Town's safety and health activities on an ongoing basis. The committee will help motivate employees to follow sound safety practices and provide feedback to identify and correct new safety hazards as early as possible. The names of committee members are as follows:

Selectman **Jean Speck**

Road Foreman Rick Osborne

Park and Recreation Director Lesly Ferris

Administrative Assistant Joyce Kearns

### III. BASIC SAFETY PROCEDURES

#### A. Good Housekeeping

A clean, orderly workplace will help you each day at your work. Treating your work area with respect will help avoid slips, trips, falls and bumps. By maintaining a clean, orderly work area, you will eliminate accidents.

There should be a place for everything, so you can put tools, equipment, supplies and waste in its proper place. Follow these basics of good housekeeping:

- Dispose of waste or trash promptly. This includes flammable liquids, oily and paint covered rags and paper trash.
- Wipe up accidental spills immediately.
- Stack materials neatly.
- Close cabinet doors and drawers and keep them closed.
- Return equipment and tools to their **PROPER** [property] place after you use them.

#### B. Lifting and Carrying

You work hard at your job. Part of the work you do requires lifting and carrying. When you do them right, lifting and carrying are power jobs. When you lift and carry the wrong way, you can hurt your back.

#### C. Personal Protective Equipment

Always use the proper personal protective equipment (PPE). Equipment that protects your back, head, eyes, hands and feet is a must for all jobs. Those of you in work environments in which hazards are present or are likely to be present, are provided with protective equipment such as hard hats, goggles, back braces, hearing protection and dust masks and trained in appropriate use

of the equipment. Use it.

Use of a back brace is recommended. Protect your head against accidents with a hard helmet. Goggles are provided for use with equipment which may cause injury to your eyes. Anyone who works in or visits a hazardous area needs eye protection. Use gloves for lifting. Whatever your job, your chief responsibility is to protect your hands and fingers. Wear proper foot protection.

#### D. Personal Hygiene

Equipment that protects you from contact with potentially infectious materials may include gloves, masks, gowns, protective eyewear, resuscitation bags or other ventilation devices.

In addition you should use the following self-protective controls:

- When performing procedures involving blood or other potentially infectious materials, minimize splashing, spraying, spattering or generation of droplets.
- Do not eat, drink, smoke, apply cosmetics or lip balms or blood or other potentially infectious materials.
- Avoid petroleum-based lubricants that may eat through latex gloves.
- Don't keep food and drinks in refrigerators, freezers, cabinets or on shelves, countertops or benchtops where blood or other potentially infectious materials may be present.
- When working outdoors, it is recommended that you wear a hat and sunscreen for protection from the sun.

#### E. Electricity

Electricity is a versatile form of energy but can be dangerous if not used correctly. Electrical energy can damage property and ignite fires. It can hurt and even kill. Sound safety practices can help minimize electrical hazards and cut down on the risk of accidents. There will be regular site inspections to spot electrical hazards. If you see anything you believe to be a hazard, please contact a safety committee member as soon as possible.

The current and new employees of the Town highway department **ALSO WILL** [will also] be trained in lockout/tagout procedures. The lockout/tagout program is incorporated into this program by reference. A copy is available at the Selectmen's Office, Kent Town Hall.

#### F. Ladder Safety

The work you do may require you to use a ladder. When you use a ladder right, it can make your work easier and faster. When you use it the wrong way, a ladder can be dangerous. Read and follow the safety warnings on ladders provided.

#### G. Hearing Protection

Your ability to hear can sometimes be put in danger by the kind of work you do. It is your job to take care of your hearing. If you want hearing protection, ask your supervisor. If you are provided with hearing protection, use it.



## H. Hand and Power Tools

Hand and power tools can be hazardous. Keep original safety guards on equipment and use good safety practices when operating such hand and power tools.

## IV. BASIC SAFETY RULES

### A. Workplace Inspections

The safety committee or assignees of the committee will perform workplace inspections as necessary but not less than once a year; to assess the workplace hazard situation for all of the areas covered by this program. The inspections will be documented with date, and signed by person performing inspections. A sample inspection sheet is attached as "Workplace Inspection Worksheet".

### B. Work Zone Safety

When employees are working on roads, trees, sidewalks, any area that can be considered roadside work, signs, flagmen, and/or traffic control shall be used.

### C. Emergency Evacuation Plan

First and foremost, employees should always be aware of their location in the building and note the nearest exit.

There are escape route signs posted in each office of the building which highlight the safest, most direct route out of the building.

Should an emergency situation arise, the following steps should be taken.

- Stop doing what you are doing immediately.
- Pull the alarm if the alarm is not sounding.
- Take a quick survey of your workspace to make sure you are not in immediate danger.
- Close all windows.
- Close and lock the vault.
- Close office doors after you exit.
- Escort all visitors out of the building.
- Use the stairs, do not use the elevator.
- On your way out of the building, take note of your surroundings again. If you see a fire or other hazard, do not try to extinguish, just make a mental note of the location. This can help the Emergency Response team later.
- Once out of the building, all employees, visitors, etc. must meet at the designated safe place. The designated safe place is the Town Hall parking lot center island.
- It is the responsibility of department heads to confirm that their staff has exited safely.

- Once a head count has been completed, everyone should move to a safe location further away from the building.

It is the responsibility of the administrative assistant and/or the town clerk to call 911 once safely outside. Just because the alarm has sounded, it does not mean the dispatch has all the vital information.

Fire department personnel will authorize re-entry into the building.

#### D. Lock Down Procedure

These procedures are in place when an intruder possesses a weapon with the intent to harm or kill others. Immediately upon determination of an intruder with the intent to harm others, any Town Hall employee in his/her respective work area would “lock down” the building based on information about an intruder. The employee would announce a “lock down” over the intercom system or by word of mouth or phone. The first selectman’s office and 911 also would be notified.

At the announcement of a “lock down”:

1. Department heads and/or employees should move to a corner of the office that is not in view from the door and sit quietly on the floor near each other.
2. Shut and lock the office door while giving these instructions. If there are employees or customers near the door, the department head would instruct them to come inside the office and sit with the employees.
3. Employees could attempt to evacuate the premises if a safe escape route is accessible and it is safe. Employees should have an escape route and plan in mind; should evacuate regardless of others’ decisions to stay or follow; should leave behind belongings; and assist others escaping, if possible.
4. The office door should remain locked until state police authorize it to open.
5. One designated person in an office should use a cell or office phone to communicate with the Selectman’s Office and/or emergency personnel about any disturbance and/or injured person(s) in or near his/her office. The designated person should clearly state his/her name, the location of the injured person or the location of the disturbance.
6. When the lock down is called off, instructions would be given as to when employees can leave offices. There may be reasons to remain in the offices even after the “lock down” is called off officially.
7. Employees who are outside the building during a “lock down” should not enter the building, should prevent individuals from entering the building and should leave the premises to a safe gathering area. Employees should gather together and account for everyone in the building.
8. Employees should follow first responders’ instructions and keep their hands visible to state police at all times.

## V. OTHER PROGRAMS



A. Hazardous Communications Program

The Town has a Hazardous Communication Program for each facility. The programs are incorporated into this document by reference. Copies of all hazardous communication programs are available at the Selectmen's Office. A copy for each facility is available at the workplace.

All current employees who run the risk of exposure to hazardous materials in the course of their regular jobs will be required to attend hazardous materials communication training. New employees will be trained upon hiring. If you think you have exposure and have not been trained, please contact a member of the safety committee.

B. Bloodborne Pathogens Program

The Town has a bloodborne pathogens program for employees identified as at-risk. The program is incorporated into this document by reference. Copies of all bloodborne pathogens programs are available at the Selectmen's Office.

All current employees who run the risk of exposure to bloodborne pathogens in the course of their regular jobs will be required to attend bloodborne pathogens training. New employees will be trained upon hiring. If you think there is a possibility of exposure to bloodborne pathogens in your workplace and you have not been trained, please contact a member of the safety committee.

C. Lockout/Tagout Program

The Town has procedures for the lockout and tagging of energy isolating devices whenever maintenance and servicing is done on machines or equipment. The program is incorporated into this document by reference. Copies of all lockout/tagout programs are available at the Selectmen's Office.

All affected employees are required to be properly trained in the Town's Lockout/Tagout policy.

D. Confined Spaces Entry Program

The Town has identified permit-required confined spaces which have been clearly marked: **DANGER PERMIT-REQUIRED CONFINED SPACE**. Employees who enter confined spaces will be required to attend confined spaces entry training. Only properly trained employees are authorized to enter these locations. A written confined spaces entry program for each identified location is incorporated into this document by reference. Any employee entering an identified permit-required confine space should do so in compliance with the written program for that space. Copies of confined spaces entry programs are available at each facility with a confined space and at the Selectmen's Office. *Is the confined spaces entry program available?*

Date of Adoption by Kent Board of Selectmen: August 4, 1998



Rev. May 8, 2001  
Rev. Dec. 30, 2008  
Rev. May 5, 2009  
Rev. June 5, 2012  
Rev. Nov. 13, 2012  
Rev. Jan. 8, 2013  
Rev. Aug. 6, 2013  
Rev. Aug. 5, 2014