

## LABOR SAFETY MANAGEMENT COMMITTEE MINUTES

MARCH 18, 2008 – 3:00 P.M.

Present: Chairman Wood; Supervisor Rowland; Bill Benosky, Tom Adriance, Marcy McNamara, Bob Barile; Bill Baker, Personnel.

Chairman Wood called the meeting to order and welcomed all in attendance.

**On a motion made by Mr. Barile, seconded by Mr. Benosky the minutes of the December 18, 2008 meeting were approved unanimously.**

Mr. Wood reviewed the outline of the functions of the Labor Management Safety Committee as follows:

The purpose of the committee is to educate public employees in proper health and safety procedures in the work place.

The committee was developed to increase the promotion and practice of job related safety among all employees covered by the Self-Insurance Pool, with an aim to keep all persons gainfully employed.

Mr. Baker gave a brief overview of the 2008 County training program as follows:

### **SEXUAL HARASSMENT**

Mr. Baker said every two to three years the county provides Sexual Harassment training to all employees, furnishing each individual with a copy of the county policy at commencement. The training is also made available to any towns or cities in the county upon request.

### **WORKPLACE VIOLENCE POLICY**

Mr. Baker said last year the legislature introduced Workplace Violence training to be provided on an annual basis to all businesses or agencies employing 25 or more employees. The policy assures that proper budgeting resources will be allocated to achieve the goal of creating and maintaining a safe and productive work environment.

### **BASIC SUPERVISION**

Mr. Baker said the county offers “Basic Supervision training for supervisors and support staff. The objectives of the training sessions are as follows:

1. To examine the functions of supervision in light of the mission and culture of the organization.
2. To analyze leadership styles and plan ways to improve supervisory skills and behavior.
3. To assess motivation, considering the connection between morale and productivity.
4. To improve skills in communication, conducting performance appraisals, developing staff, and relieving organizational stress and conflict through planning and problem solving.
5. To increase our options by better understanding how organizations work and how people in organizations behave.
6. To use our resources better, including ourselves.

Mr. Baker said any towns or cities that would like to participate in this are welcome.

Mr. Baker said a need assessment survey was issued to all Departments Heads asking them to identify what training they would like to receive. From that survey the county is now offering training sessions entitled “Dealing with Difficult People/Defusing Hostile Situations” and “Stress Management”.

Mr. Barile stated, it is good every three or four years to be refreshed with the courses offered.

**On a motion made by Mr. Rowland, seconded by Mr. Adriance the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom