

**AGENDA**  
**May 20, 2021**  
**1:30 PM**  
**Town Hall Conference Room 7B**  
**Town of Hamburg Health and Safety Committee**

- 1) Training Resources & Challenges. Getting back up to speed on health and safety compliance post-pandemic.
- 2) Update by department heads on mandatory training, requirements, scheduling and compliance.
  - a) Existing Staff
    - i) Computer Self Instruction
      - (1) For staff with access to a Town personal computer and Town email.
    - ii) In Person Group Classes
      - (1) Subject to scheduling and coordination between the Department and Personnel.
      - (2) As an option, rather than scheduling group classes which will remove a significant number of employees from their regular duties all at once, departments such as Highway, B&G and Rec with numbers of employees without direct access to a computer, a department may wish to make arrangements to assign individual employees to complete the training on an office computer. This way the training can be completed without significantly disrupting ongoing operations. All this would take is on a particular date and time, one or more employees would be assigned to a computer work station rather than to their regular jobs in 1 to 1 1/2 hour blocks on a rotating basis until the entire department receives the mandatory instruction.
  - b) New Hires
    - i) Arrange with Personnel to Provide ALL the initial mandatory training prior to the new employee being assigned to actual work
      - (1) Can be accomplished either at the Personnel Office or at a Department's facility if available.
- 3) Changes to the Town's Sexual Harassment Policy.

- 4) Updates on making the Town a safer workplace for all.
- 5) Draft Health and Safety Policy Handbook via OSEA comments, critiques and input. (Draft Copy previously distributed)
- 6) Survey of Departmental needs.
- 7) Other topics as necessary.
- 8) Scheduling of next H&S quarterly meeting.