



Pittsfield Charter Township Safety Committee

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3135 • Fax: (734) 944-6103
Website: www.pittsfield-mi.gov

Mandy Grewal, Supervisor

MEMORANDUM

TO: Supervisor Mandy Grewal
FROM: Steve Colliau, Chair of the Pittsfield Charter Township Safety Committee
DATE: March 25, 2020
SUBJECT: 2019 Annual Safety Committee Report

Introduction

The safety and health of every Township employee is a top priority to our organization. The Safety Committee was established to support and enhance the safety of Township employees and users of Township facilities. The Committee also assists in monitoring, improving, and maintaining job site safety and occupational health as mandated by MIOSHA regulations by:

- Assisting with the formulation and dissemination of policies, protocols, practices and procedures that promote safety to all employees
- Acting as a problem-solving group to help with the identification and control of hazards at Township sites/buildings
- Identifying and formalizing training for all levels of employees on safety measures and procedures
- Helping to resolve employee health and safety issues

The Pittsfield Township Safety Committee seeks membership from all departments and employee groups of the Township to ensure comprehensive representation and input from all areas and types of operations of the Township. The Committee meets on a monthly basis.

The Committee continues to see positive results from their recommendations including an increased awareness across departments, with managers, and safety committee members about safety issues and a reduction in major safety incidents for the organization.

Goals/Actions

The following is a summary of the recommendations and actions taken in 2019:

- ❖ Building Security Plan Recommendation – The Safety Committee recommended updating security equipment in the administration building to include two additional fire pull stations in the administration building and a fire suppression system update. Additionally, new keypad door lock systems were installed to secure access from public lobby areas to the kitchen, small conference room, Clerk's Office and Supervisor's office.

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- ❖ Parks and Recreation Community Center Facility Updates – The front door was replaced, air quality and environmental testing costs were approved (testing to be completed in early 2020), a new eye wash station installed in the maintenance area, and old frayed carpeting (trip hazards) was replaced with new tile.
- ❖ Safe and Sound Campaign and Employee Survey – 2019 was the first year the Township participated in a nationwide event held each August that recognizes the successes of workplace health and safety programs, and offers information and ideas on how to keep workers safe. With it being the first year Pittsfield Township participated in Safe + Sound Week, the safety committee sought input on what safety means at work. Responses are being used to help build our culture of health and safety in the Township and where possible expand the safety program.
- ❖ CPR and First Aid Training - Annual CPR/First Aid classes are offered to all employees of the Township.
- ❖ Violence in The Workplace –Safety Committee Members attended a “Violence in the Workplace Seminar” for consideration into ongoing and future employee Customer Service Trainings. Additionally, the Safety Committee promoted the MIOSHA “**Victim Avoidance in Field Settings**” course to all staff who work in the field.
- ❖ MIOSHA Grant Funds for Safety – Set an annual goal of applying for grant funding to be used as needed for safety related resources.
- ❖ New part-time Safety and Wellness employee – Secured budget funds to hire a part-time Safety and Wellness employee in 2020
- ❖ National Safety Month – The Committee promoted National Safety Month (June) by distributing posters based on the following priorities each week during National Safety Month.
 - Stand Up to Falls (week one)
 - Recharge to be in Charge (week two)
 - Prepare for Active Shooters (week three)
 - Work Ergonomically (week four)
- ❖ Safety Resources on Employee Intranet – The Safety Committee continues to review and update Safety Resources on the Employee Intranet as new information or issues are determined by the Safety Committee.

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❖ Safety Committee Annual Tasks:

- Building Security Plan Review, Updates and Implementation for Township buildings
- Fire Extinguisher Inspections
- Fire Drill
- MIOSHA training
- Review of Emergency Evacuation Plan
- CPR/First Aid Training
- Extreme Temperature (Heat/Cold) protocol reminders to employees each June/November
- Promote National Safety Month every June
- Promote Safe and Sound Week in August (New in 2019)
- MIOSHA Grant Funding Review (New in 2019)
- Sprinkler System/Temperature Alarm Inspections
- Review and confirm all Park Buildings have fully outfitted First Aid kits
- Review and confirm all Township Vehicles have fully outfitted First Aid kits

2019 Safety Committee Members

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|---------------------------------------------------------------------------|-------------------------------------------|
| • Steve Colliau, Building Services / Chair | • Patricia Denig, Human Resources |
| • Joy Aichler, Human Resources | • Sean McCormick, DPS/Police/POLC-Command |
| • John Cahill, Parks & Recreation | • Jason Sperle, DPS/Fire/IAFF |
| • Matthew Catanzarite, Community Development / Recording Secretary | • Kurt Weiland, Building Services |
| • John Hines, Parks & Recreation | • Billy Weirich, UMA |