



Pittsfield Charter Township Safety Committee

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Mandy Grewal, Supervisor

MEMORANDUM

TO: Supervisor Mandy Grewal
FROM: Steve Colliau, Chair of the Pittsfield Charter Township Safety Committee
DATE: March 24, 2021
SUBJECT: 2020 Annual Safety Committee Report

Background

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 2020:

- ❖ Updated Emergency Evacuation Plan – The Plan was updated to include new building safety improvements made to facilities in 2019 and 2020 as a result of the 2019 Building Security Plan.
- ❖ Building Security Plan Recommendation – Installation of front counter partitions (2019 Building Security Plan recommendation) were completed in coordination with the Pandemic Transition Protocol engineering controls related to the COVID-19 Pandemic.

2020 Annual Safety Committee Report

Page Two

- ❖ COVID-19 Pandemic Protocols – Safety Committee members Denig and Weiland assisted with the development of the Pandemic Transition Protocols and implementation of administrative and engineering controls for Township facilities and operations. They also provide ongoing communication, recommendations and follow-through actions as members of the Pandemic Transition Protocol Committee.
- ❖ Parks and Recreation Community Center Facility Updates – Air quality and environmental testing completed early 2020.
- ❖ CPR and First Aid Training – A hybrid Annual CPR/First Aid (online First Aid and CPR coursework and in-person CPR “hands-on” training) was developed in coordination with the Department of Public Safety and offered to all employees of the Township; as a result of the Pandemic and to ensure COVID-19 Pandemic safety protocols were followed. (Note: CPR and First Aid Training was not offered for Parks and Recreation Day camp staff since Day Camp was cancelled due to the Pandemic.)
- ❖ ESRI Workforce Application for Winter Ice/Snow Maintenance – Implemented in 2020 to promotes more efficient ice/snow removal to ensure safety around walking surfaces, particularly during morning arrival, entrances and 24/7 operations (priorities).
- ❖ Safety Committee Annual Tasks:
 - Annual Fire Extinguisher Inspections
 - Building Security plan implementation for Township buildings
 - CPR/First Aid Training
 - Emergency Evacuation Plan Review
 - Extreme Temperature (Heat/Cold) protocol reminders to employees each June/November
 - Fire Drill (cancelled due to COVID-19 Pandemic)
 - Ice/snow safety – walking surfaces, particularly entrances and 24/7 operations
 - MIOSHA Trainings
 - MIOSHA Grant Funding Review
 - Promote National Safety Month – June
 - Promote Safe and Sound Week – August
 - Review and Confirm Inventory of First Aid/Medical Supplies and PPE in All Facilities
 - Review and Confirm All Township Vehicles have Fully Outfitted First Aid kits
 - Safety Committee Resources on the Employee Intranet
 - Sprinkler System/Temperature Alarm Inspections

2020 Safety Committee Members

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