

Tammy Hodgman

From: Tony Plante
Sent: Monday, May 05, 2014 9:25 AM
To: TownCouncil
Cc: Dept Heads & Senior Staff; David M Dickson; Tammy Hodgman
Subject: Department of Labor follow up
Attachments: it@town.windham.me.us_20140505_082419.pdf

Councilors,

Attached is a copy of a letter we received from Pamela Taylor, Director of the Bureau of Labor Standards at the Maine Department of Labor last Thursday. In her letter, Ms. Taylor finds that all of the issues raised in the DOL inspection report have been corrected, and all penalties have been waived. The town is subject only to a \$250 administrative fee (the lesser of \$250 or 10% of the original penalty amount). We were working before, and have continued our efforts, on ensuring that policies, procedures, and training remain up to date. We are also working on procedures to identify and correct issues before they become problems potentially subject to DOL action in the future.

Much of the credit for coordinating the town's corrective action following the DOL inspection goes to Phyllis Moss, assistant town manager/HR director. Dave Dickson, buildings and grounds maintenance supervisor and his crew took care of the facilities issues, Tammy Hodgman helped track down, organize and assemble the materials, and many other department heads and staff worked to address the issues in DOL's report. From the experience, we now all have a better appreciation of the importance of workplace safety and everything that entails. Pam Taylor also recognized the efforts of our staff in her letter. As she suggested, we have in the past and will continue to make use of SafetyWorks! and the risk management/loss control services offered by our insurance carriers.

I will include this in this coming week's council correspondence, but wanted to share it with you before then.

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