



**Town of East Lyme**  
**Health & Safety Committee**  
 Minutes for the December 8, 2016 Meeting

**Members Present:**

Julie Wilson-Chair, Ron Bence, Victor Benni  
 Chris Taylor-Co-Chair, Tim Kruszewski  
 Kevin Carrico,

**Members Absent:**

Brooke Stevens – Recording Secretary

**Guests:**

Stephen Pendl - CIRMA

Meeting called to order at 2:04 p.m.

**Approval of minutes 10/13/16** motion to approve (with one change noted by Julie Wilson: meetings would now be held on the second **Thursday**, every other month. This was incorrectly noted as every Tuesday)

**1st:** Chris Taylor, **2nd:** Kevin Carrico Motion passed: **6-0-0**

Stephen Pendl of CIRMA was present and introduced himself as our new Risk Management Consultant. Joey Barbera has moved to another position with CIRMA and we wish him well.

**Committee Goals & Objectives**

- a. **Workplace inspections by CIRMA:** Chris Taylor and Victor Benni will work together with Stephen Pendl to create a schedule for the Town Facility inspections that are due Spring of 2017.
- b. **Safety Suggestion Box:** Implementation: Ron Bence will make a mail box slot available at the Town Hall with a lock. Employees will receive a letter explaining that they can anonymously submit any concerns they have with their work environment. These concerns may be anything from safety hazards to concern for the well-being of another employee. The concerns will be discussed at each H&S meeting and brought to the attention of the First Selectman.
- c. **Recently completed trainings:** Kevin Carrico said he attended a "Lock Out – Tag Out" CONN-OSHA sponsored training at our Field Services Building, and it was very well attended by Town employees.
- d. **Upcoming Trainings:** None scheduled at this time.  
 Stephen mentioned that OSHA has been very active and it would be a good time to check the status of our employee trainings to make sure we are up to speed. The committee has been very active with this and the First Selectman already has plans to remind all of the Department Heads at their next monthly meeting. Victor Benni will check with Mr. Nickerson to see if he would like us to email the matrix to the Department Heads prior to that meeting.
- e. **Discussion Training Ideas for Spring 2017:** Suggestions were made to contact Aetna, Ledge Light Health District & the EAP to our February meeting to present training ideas on nutrition, stress solutions & health related therapy. Julie said she would reach out to get information and see if they were available to summarize what they could offer. Committee members were asked to bring their ideas for raffle prizes to give away at the training (complete with descriptions and pricing), and to think about local restaurants that may be able to provide a healthy food demo at the training. The Committee selected three potential dates: May 10<sup>th</sup>, May 11<sup>th</sup>, or May 16<sup>th</sup>. Julie would check with the First Selectman on which date he would like to hold the training on.
- f. **Injury Reports: August 2016 – December 5, 2016:** There were 6 incidents that occurred between 10/5/16 and 12/5/16, 4 of which the committee determined there was no way of preventing, and two that they would share some ideas with the Public Works Director and the First Selectman.

**General Discussion:**


**Next meeting** to be held on Thursday, February 9, 2017 @ 2:00 p.m. Town Hall

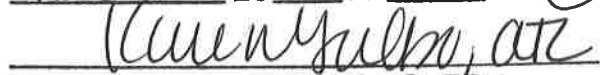
**Motion to adjourn** made by Ron Bence, seconded by Chris Taylor.

Meeting adjourned at 3:03 p.m.

Respectfully Submitted,

FILED

  
 Julie C. Wilson, Chair

Dec 22 2016 AT 1:10 AM/PM  
  
 EAST LYME TOWN CLERK