



**Town of East Lyme  
Health & Safety Committee**  
Minutes for the October 13, 2016 Meeting

Members Present:

Julie Wilson, Ron Bence, Victor Benni,  
Chris Taylor, Tim Kruszewski  
Kevin Carrico, Brooke Stevens

Members Absent:

None

Meeting called to order at 2:02 p.m.

Approval of minutes 9/8/16 motion to approve 1st: Victor Benni, 2nd: Ron Bence. Motion passed: 6-0-1

Introduction of new committee members: Kevin Carrico, Tim Kruszewski, Brooke Stevens  
Returning Committee members: Julie Wilson, Ron Bence, Victor Benni, Chris Taylor

Election of Officers for 11-2016 through October 2017:

Chair: Julie Wilson  
Vice Chair: Chris Taylor  
Secretary/Treasurer: Brooke Stevens

**FILED**

Oct 24 2016 AT 2:35 AM/PM  
Karen Gulmar  
EAST LYME TOWN CLERK

Status update on Drills:

Julie stated that she and Joe Bragaw had met with First Selectman, Mark Nickerson and Finance Director Anna Johnson regarding implementing the fire and active shooter drills listed in the new Building Emergency Procedures Manual that was issued to all employees during a training on June 1, 2016. Mark thought that this task should be managed by the appropriate agencies and said he would reach out to the Fire Marshal and Police to discuss. Julie said the committee would be happy to pass along this task and stressed that there has only been one fire drill held at the Town Hall in the last 10 years, and a lock down drill had never been done. She stated that the committee felt strongly that drills should be held on a regular basis at all town facilities as well as active shooter drills (excluding public safety buildings) on an annual basis.

Julie also informed the committee that the Health & Safety meetings would now be held on the second Tuesday, every other month instead of every month, and the start time would now be 2:00 instead of 2:30 and convene by 3:00 p.m. Should the committee require additional meetings for the purpose of planning a training or event, special meetings will be scheduled accordingly.

Recently Completed Trainings: None

Upcoming Trainings: None

General Discussion:

Committee Goals and Objectives:

The committee reviewed the Goals and Objectives of the Committee provided in the CIRMA "Best Practices Guide to Establishing & Administering a Safety & Health Committee". A list of priorities was established as requested by Mr. Nickerson. The committee will work on the following over the course of the next year:

1. Workplace Inspections – CIRMA has encouraged our committee to be proactive in siting potential OSHA violations by holding Physical Hazard Facility Assessments of our town facilities every two

years. Anything that would be considered a health or safety hazard is noted, and brought to the attention of the First Selectman, who then discusses the concern with the appropriate Department Head to address the issue. This was last done in 2014. Any potential violations were addressed and corrective actions were taken. Each committee member was asked to do a visual inspection of their work place over the next two months and bring any concerns to the December meeting in an effort to fix problems before CIRMA provides this service which is due to be done again in the near future.

2. Safety Suggestion Box – Tim Kruszewski mentioned having a suggestion box at each facility where employees could drop (anonymously if they choose) notes about safety concerns. Whether the concern was physical, emotional or an unsafe issue within their work environment, these boxes would be checked prior to each H&S meeting, and any submissions would be reviewed by the committee and submitted to the First Selectman for further direction.
3. Employee annual training event – The committee concurred that the last format of training held on June 1<sup>st</sup> was very effective. Moving forward, the committee will pick a topic or topics to be the focus of training for late spring 2017. The June training focused on safety, so a discussion was held as to whether trainings should alternate annually from safety to health topics. Two sessions on the same day proved to be very effective as this left coverage in all departments. Committee members would bring their suggestions to the December meeting. The committee agreed that polling the employees for trainings they would be most interested in would be beneficial.
4. Injury Reports – Review and refer any potential corrective actions that may be needed with the First Selectman.

Tim Kruszewski suggested the possibility of holding a "365 Day – No Injury" challenge, where employees could receive something if they went an entire calendar year with no work related injuries. Julie said she would bring this up also when she met with the First Selectman and she would report back at the December meeting.

Next meeting to be held on Thursday, December 8, 2016 @ 2:00 p.m. Town Hall

Motion to adjourn made by Brooke, seconded by Kevin.

Meeting adjourned at 3:03 p.m.

Respectfully Submitted,

  
Julie C. Wilson, Chair