



Town of East Lyme

Health and Safety Committee

Minutes for the Special February 16th, 2017 Meeting

Members Present:

Julie Wilson- Chair
Victor Benni
Tim Kruszewski
Kevin Carrico
Brooke Stevens- Recording Secretary

Members Absent:

Ron Bence
Chris Taylor-Co-Chair

Guests:

Stephen Pendl- CIRMA
Joe Bragaw, Director of PW

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Recorded Mar 16 20 17
AM
12:30 PM Lesley A. Blais
East Lyme Town Clerk

The Special Meeting of the Health & Safety Committee was called to order at 2:35p.m.

Approval of Minutes 12/8/16

- **Motion (1)**

Victor moved to approve the minutes of December 8th, 2016.

Keith seconded the motion.

Vote: 4-0-0. Motion carried.

Stephen Pendl, our Risk Management Consultant from CIRMA was present to help advise the Committee.

II. Status Reports

a. Injury Reports

Julie detailed the injuries that occurred between August through December 5th, 2016. Victor said he would follow up with the relevant supervisors to see if they filled out reports. The Committee discussed finding out what other municipalities do when workers are alone at a site, and how accidents might be avoided. Stephen said that several municipalities utilize GPS and Julie suggested that maybe employees that are checking in on sites alone, could call into dispatch to let them know when they arrive and clear from a given location. Joe said that every utility employee has a smart phone. A discussion was had on the lack of service at some of these locations. Joe said he would reach out to other Public Works Departments to inquire what protocols they follow.

One of the injury reports spoke of a dog bite or scratch that an employee received while at a residence providing service. The Committee discussed instituting a protocol that when residents call to request service, they are asked if there are any dogs onsite. If so, the resident would be told that regardless of size, the dog must be contained before the municipal employee can enter the property to provide service.

Joe said he would have his employees do a blanket refresher on safety protocol and blood pathogens. Employees can utilize the online training CIRMA provides for free online and complete the tests that follow the courses. Stephen said that the procedures for using a fire extinguisher should be taught in person with equipment. Kevin said he has access to a fire stimulator to use for training.

b. Safety Suggestion Box

The Committee discussed the Safety Suggestion Box; Ron said the Box is in the mailroom. Julie provided a sample safety reporting form we might utilize (attached.) The form can be signed or submitted anonymously. It's paramount that the Town maintains a safe work environment.



Town of East Lyme

Health and Safety Committee

c. Workplace Inspections

Victor provided the list of Town facilities that are due for inspection walk throughs with CIRMA to identify any potential hazards. He will work with Stephen to select dates and times for committee members to accompany Stephen on the walk through of their respective worksites. Stephen will send Julie checklist forms for the different facilities.

d. Recently completed Trainings

Kevin detailed the Workplace Health Symposium he attended. Human Resource personnel Renee Fecteau also attended the Symposium and she wrote a summary for the Health & Safety Committee to read (attached.) Renee thought the Symposium might be a good component for the Health & Safety Training Day with the added benefit, that it's free.

Victor said he went over safety updates and the training available with all the Department Heads.

e. Planning for Employee Training Day- May 2017

- Victor said we have \$4,700 available for the event.
- The Committee discussed devising an incentive program for employee wellness.
- The Committee agreed to including the Blood Borne Pathogen, Hazard Communications (two required OSHA trainings for all employees) and the American Heart Association health presentation in the upstairs meeting room at the town hall. Immediately followed by a healthy cooking demo and lunch. Julie would research locations close to the town hall (as time would be limited) that offer healthy selections, were willing to provide a cooking demo and that were large enough to handle 50+ employees for each session back to back.
- The event will take place May 10th, 2017. There will be a morning and an afternoon session in order to accommodate all employees and provide staff coverage for all departments throughout the day. Julie will figure out a timeline and prepare a schedule similar to last year's employee training day.
- The Committee discussed ideas for raffle prizes- Kind Bars, camelbak vests, healthy dessert maker, ergonomic mouse pad and so forth.
- Julie will set a date for a special meeting at the end of March or the beginning of April for the delegation of tasks, breakdown of available wellness dollars and how they will be used and to finalize all of the details for the training day.

III. Adjourn

The Health & Safety Committee adjourned at 3:39p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Brooke Stevens".

Brooke Stevens, Recording Secretary



Town of East Lyme Health & Safety Committee Workplace Health & Safety Concerns - Reporting Form

The Town of East Lyme is committed to maintaining a safe work environment. A safe work environment is one which is free from accidents, injuries and work-related illnesses. All employees must work together to create and maintain a safe environment for all employees and visitors. The Town of East Lyme is committed to achieving compliance of all Federal, State and Local Laws concerning worker health and safety.

The Town of East Lyme employees may use this form to report safety issues, environmental health concerns and even concerns regarding the health and well-being of a co-worker that may need help. The Health & Safety Committee will review all safety/environment issues/complaints and bring them to the attention of the First Selectman to determine what action needs to be taken. ***This form can be submitted anonymously.*** Employees are advised that it is illegal for an employer to take any action against an employee in reprisal for exercising their rights to report safety issues.

Date: _____ Time: _____

Employee's Name: _____
(Optional)

Department: _____
(Optional)

Phone # and/or Email: _____
(Optional)

Describe the unsafe condition or practice (Please attach second sheet if needed):

Location: _____
(Building, Floor, Office, Department, etc.)

Has this matter been reported to your supervisor? Yes ___ No ___
Do you wish to be notified of action taken: Yes ___ No ___ (If yes, we need contact info for you)

Place form in sealed envelope and send inter-office mail the "H&S Lock Box" at the Town Hall.

***Or mail to:
Health & Safety Committee
Town of East Lyme
P.O. Box 519
Niantic, CT 06357***

H&S Use Only:
Corrective Action Taken:
Date:
Time:
By:

2017 American Heart Association Eastern CT

Workplace Health Symposium

Creating a Culture of Health

February 14, 2017 with Hartford Healthcare

The Director of Hartford Healthcare East Region gave a couple personal stories regarding prevention and disaster. While speaking with an associate about diet and nutrition he decided to change his eating habits, and in just 2 months has lost 8 pounds, is exercising and has much more energy. His uncle was in apparent good health but dropped dead of a heart attack waiting for his grandchildren at the bus stop.

The first cardiologist spoke about prevention and how the heart works. He explained how cholesterol builds up slowly and that allows us to repair it before it gets serious. He also spoke of how the cholesterol buildup sometimes cracks and tears and the platelets form clots and then the heart changes from rhythmic beating to pulsing and stops. He said that prevention is the key to heart health.

The second cardiologist spoke about creating programs to encourage employees to participate in preventive health care. The earlier a health issue is intervened the less costly and better chance of recovery. Employee health issues present 21% treatment expenses and 79% lost productivity. Prevention offers great health benefits for the employee and productivity and cost benefits for the employer. Accountability is key to a successful program.

Then the American Heart Association Eastern CT Director spoke about the **FREE** program they have created to help employers help their employees. It is not connected to the health insurance so more employees may participate. (many employees are reluctant to answer health questions because they don't know what the insurance company will do if they know about their health issues.) The program is all based on **Life Simple 7**—increasing activity, controlling cholesterol, eating healthy, controlling blood pressure, controlling weight, controlling glucose,

and stop smoking. Even only improving 3 or 4 of these areas will give a 50% improvement in lower costs and decrease in other related health issues. There is short questionnaire (3-5 minutes) called My Life Check that gives each employee a heart health score of 1-10 and recommendations to improve their health. It is available on most any computer, phone, or tablet and can connect to fitness trackers and apps. The Town only gets an aggregate report of issues. The pamphlet enclosed also shows the numerous FREE toolkits, recipes, educational materials, activities, etc. that are part of the program. It also shows how to set up a company account (which can be accessed by a single person with a specific password or a general password for multiple accesses). When employees go online they will enter a 6 digit company code so that the aggregate data collected goes to the correct company. A comment card is also included—not a commitment card—to show an interest and possibly get started. To participate in the 2017 program and qualify for reward levels the Town would have to register by March 31, 2017.

Kevin Carrico will present this program and his view of it to the Health and Safety Committee at their next meeting. I told him I would present it to you. It's FREE, it lets the employee learn his/her heart health rating and what to do to improve it, and it provides information, tools, educational materials to help the Town keep its employees healthy & productive while keeping health insurance costs down.