



Town of East Lyme Health & Safety Committee

Town of East Lyme Health & Safety Committee Minutes of the June 8, 2017 Meeting

Members Present:

Julie Wilson- Chair
Chris Taylor
Kevin Carrico
Ron Bence

Guests:

Stephen Pendl

Members Absent:

Victor Benni
Tim Kruszewski
Brooke Stevens

Health & Safety Committee meeting was called to order at 2:05 p.m.

Approval of Minutes

Chris moved to approve the minutes of April 20, 2017 & May 4, 2017 meeting minutes.

Ron seconded the motion.

Vote: 4-0-0. Motion carried.

Employee Training

Employee Training Day – May 10, 2017 – Review

- Julie reported that the training was well attended with 37 employees in the a.m. session and 40 employees in the p.m. session. All present committee members concurred that the employees were genuinely pleased with the training and felt it was very informative. A number of employees have expressed that they prefer this method of training as opposed to the Health & Safety Fair. Julie encouraged all committee members to start thinking about what topics we should include for the 2018 training as we will begin discussions on that at our next regular meeting on August 10, 2017.

Recently Completed Training

- Kevin attended a sexual harassment training at the Niantic Fire Headquarters on the evening of June 7th presented by Stephen Pendl from CIRMA. The event was well attended.

Upcoming Trainings – None

Report from Stephen Pendl – CIRMA

- Steve reminded the committee that CIRMA has over 70 online trainings available to our employees and is looking to add more. He discussed one of the major issues many employers are facing today is “Cyber Kidnapping”, and gave examples of recent occurrences where the networks of certain entities were held captive until ransom was paid. He stressed on how this can happen to anyone, anywhere. The committee discussed the option of possibly holding a Cyber Security training (provided by CIRMA) in the fall. Steve also mentioned that a policy & procedures manual should be created relating specifically to this topic. Julie said she would discuss the possibility with the First Selectman.

Status Reports

Injury Report Review

- Julie read the report sent by Renee of injury reports received from April 20, 2017 through May 4, 2017. The three reported injuries listed were from Flanders Fire Department, Public Works and the Finance Department. Further action was recommended by the committee for the injury from the Public Works Department. Kevin Carrico recommended a “Slips, Trips & Falls” refresher. Steve said he could provide that training for us at no charge when we are ready to schedule. Julie would discuss with the First Selectman.

FILED

June 20 2017 AT 11:30 AM/PM

Carrie Yalby, CIR

EAST LYME TOWN CLERK



Town of East Lyme Health & Safety Committee

First Aid Boxes

- Julie reported that Ron & Kevin had worked together to install the five new First Aid boxes (purchased with AETNA Wellness Dollars), and filled them and all existing First Aid boxes with supplies. They will be checked monthly and replenished as needed. A poster is being created that will hang on each employee bulletin board that will list the location of each box in all town facilities.

AED Funding

- Julie reported that she had emailed Steve Mansfield, Director of Ledge Light Health District, and he is checking around for possible grant options. Lisa Neff from American Heart Association suggested looking into the "DRAGONHEART FOUNDATION, Inc. Julie found and printed out the application for Donation of and AED (attached). She also printed out a quotation she received from heartsmart.com for 6 new AED machines with alarmed wall cabinets (attached). The total cost would be \$5,382.00. This would allow the two expired AED's at the Police Department and Field Services (which cannot be used) to be replaced. It would also provide new units for Vet's Field, the EOC, O&M & Smith Harris House. After a discussion, the committee concurred that we should not consider the Smith Harris House as employees don't frequent that facility. Based on pricing received, this would reduce the total cost to outfit the remaining five facilities with an AED to \$4,485.00 (\$897.00 per location). Steve asked if we were a "Heart Safe" recognized community, Kevin stated we are working toward that goal. Further discussion was had regarding the possibility of reaching out to area businesses to see if they would like to "sponsor" an AED. Sponsorship levels could vary. The committee thought the idea was good and further discussion on this should continue. Julie said she would also brief the First Selectman on this idea.

Safety Suggestion Box

- Julie mentioned that a copy of the Workplace Health & Safety Concerns Reporting Form was attached to all paychecks that were distributed today. Ron Bence will check the box weekly and bring any submissions to our Bi-Monthly meeting. Anything submitted that may be considered an urgent matter, will be brought to the attention of the Health & Safety Chair and the First Selectman in an expedited manner for further direction.

Workplace Inspections

- Steve presented Julie with a "Draft" copy of the Facility Inspection report resulting from the facility walk-throughs that were completed back in March of this year. Julie asked for an electronic copy which Steve said he would send via email. Once received, Julie will forward to all committee members that will be tasked with making corrections as well as the Public Works Director and the First Selectman. Julie will check with the First Selectman on his availability for a meeting on this either July 18th or July 20th.

General Discussion

Julie received a copy of a letter from the State of Connecticut Workers' Compensation Commission. As a result of a visit made to the Town on February 15, 2017, our Health & Safety Committee was found to be in compliance with Administrative Regulations 31-40v-1-11 of the Connecticut General Statutes and commended.

Adjourn

The Health & Safety Committee adjourned at 3:05 p.m.

Respectfully Submitted,

Julie C. Wilson, Chair / Acting Recording Secretary