



# Town of East Lyme Health and Safety Committee

## Minutes for December 14, 2017 Meeting

**Members Present:**

Julie Wilson- Chair  
Ron Bence- Vice Chair  
Kevin Carrico – Recording Secretary / Treasurer  
Victor Benni

**Members Absent:**

Chris Taylor

**Guests:**

None

FILED

Dec 29 2017 AT 10:00 AM/PM

*Wynn Yulish*  
EAST LYME TOWN CLERK

Health & Safety Committee meeting was called to order at 2:03 p.m.

**Approval of the minutes from October 12, 2017 meeting:**

Victor Benni made a motion to approve the minutes Ron Bence 2<sup>nd</sup> the motion. Motion carried: 4-0-0

**Introduction of new Health & Safety Committee members:**

Four members present were returning members to the committee. Chris Taylor will be on the 2018 Committee, but was unable to attend this meeting. There are no other new members at this time.

**Election of Officers**

➤ ***The election of Chairman for 2018:***

Kevin Carrico nominated Julie Wilson to continue as Chairwoman of the committee, Victor Benni seconded the nomination. No other nominations were presented. Vote was unanimous in favor: 4-0-0

➤ ***The election of Vice Chairman for 2018:***

Victor Benni nominated Ron Bence for the position of Vice Chairman of the committee, Julie Wilson seconded the nomination. No other nominations were presented. Vote was unanimous: 4-0-0

➤ ***The election of Recording Secretary / Treasurer for 2018:***

Ron Bence nominated Kevin Carrico for the position of Recording Secretary / Treasurer. Victor Benni seconded the nomination. No other nominations were presented. Vote was unanimous in favor: 4-0-0.

Julie noted that the 2018 meeting calendar was filed with the Town Clerk, and emailed to all members.

**Status Reports**

**Safety Concerns Box:**

- **New Safety Concerns:** No new safety concerns were presented.
- **Old Safety Concerns:** Julie presented a memo to the committee that she drafted for town employees regarding the past concern presented involving Dunbar. The memo was reviewed and approved by Chief Finkelstein and was awaiting approval from the First Selectman prior to distribution.

**CIRMA Update:**

- Julie reported that she received word from our CIRMA Representative Stephen Pendl, that our committee was chosen as one of four recipients to receive the 2018 CIRMA Excellence in Risk Management Award for "Substantial Impact on Total Cost of Risk". In addition to receiving a \$2,500 grant, the committee will be honored at CIRMA's annual meeting of members, featured in CIRMA and CT&C articles, a press release and will receive complimentary tickets to the CCM Convention. The grant money will be utilized by the committee for future risk management purposes.

**Injury Reports – Update on October 2017 injuries:**

Ron Bence reported back to the committee regarding two injuries that were discussed at our October 2017 meeting that required further action to prevent a reoccurrence. The Department Head where one incident occurred involving improper mixing of cleaning solutions, is on board with providing training to his part-time summer employees to avoid a reoccurrence. Julie will check with Steve Pendl on recommended training and put him in touch with the Department Head to schedule. For the second injury involving hand sanitizer splashing into

an employee's eye, it was recommended that the alcohol based units be phased out and replaced with the foam sanitizer units already in use at the community center.

**Injury reports 9/29/2017 – 12/12/2017:**

The committee discussed two minor injuries. The first was hand injury that occurred while an employee was moving a rack of stackable chairs through the corridors of the community center. Ron recommended only moving these racks during business hours so there is a second person available to assist. If an event is scheduled to take place on the weekend, the racks would be delivered to the room on Friday before the end of day, and removed from the room first thing the following Monday morning. Moving these racks within the room where the event is being held would still be the task of the single employee on duty.

The second was an injury that occurred with a fire department employee during an overhaul at a house fire. The employee had ceiling debris fall into his eye. Kevin Carrico noted that they should have been wearing eye protection. The committee recommended sending a memo to the Chief of both departments asking them to remind all personnel to follow protocols on wearing appropriate PPE to avoid unnecessary injury. Victor recommended reaching out to Steve from CIRMA on a refresher training that he could offer as well. Julie will inquire with Steve on this as well.

**Employee Trainings:**

***Recently completed:***

Kevin Carrico reported on a training on Cancer awareness that was held at the NFD on 12/13/2017.

***Upcoming Trainings:***

Julie asked Victor to provide her with the latest update on where departments are on trainings. He will provide his department. Kevin will check with Joe Bragaw to get a status from him. Victor suggested contacting Renee for what she has from other departments. Julie will check with Steve on the best options for getting any past due trainings up to date asap.

***2018 Annual Employee Training:***

Victor Benni recommended reaching out to KJR Consulting. Victor has attended a number of trainings by this company that were offered through UCONN. He felt many of these would be very worthwhile for our employees. Specific trainings he referenced were Team Building, Time and Workload Management, Stress Management and Motivating Your Workforce as potential options. Victor will reach out to KJR to schedule a future informational meeting with the committee on potential future trainings.

Julie mentioned that the 2018 training day will be focused on safety as the topic and asked Victor to see if they offer any bullying, or harassment trainings. She thought that reaching out to all employees to request anonymous submissions of any bullying or harassment incidents (leaving out departments and identities of individuals involved) that they have witnessed or experienced personally. These incidents can then be passed along to the instructor, and be incorporated into the training, offering instruction on how to handle these types of situations should a similar incident occur in the future. Kevin Carrico noted that Steve Pendl from CIRMA held a phenomenal bullying/harassment training at the Niantic Fire Department. Julie will check with Steve on the possibility of providing this training.

The committee reviewed the list of other applicable trainings offered by CIRMA. Julie will reach out to Chief Finkelstein for ideas, as he agreed that holding a lockdown / intruder / active violence based drill at the annual training was a good idea. Once we have confirmed topics that will work within a three-hour timeline, we can present the proposed training schedule to the First Selectman for approval.

Victor suggested looking into training to educate employees on signs to look for in fellow employees that may be dealing with substance abuse. Julie recommended saving this for next years annual training as it would be more in line with a Health-related training day, or holding a separate training if there was an imminent need.

Respectfully Submitted,

  
Julie C. Wilson, Chair