



Town of East Lyme Health and Safety Committee

Minutes for April 12, 2018 Meeting

Members Present:

Julie Wilson – Chair
Ron Bence- Vice Chair
Chris Taylor
Victor Benni

Members Absent:

Kevin Carrico – Secretary

Guests:

Stephen Pendl – CIRMA

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

Approval of the minutes from February 8, 2018 meeting: None submitted

Status Reports: Safety Concerns Box:

- **New Safety Concerns:** A letter was retrieved from the box that referenced a safety concern that did not involve any town employee or town property. Ron Bence would forward the letter to Mark Nickerson.
- **Old Safety Concerns:** None

Injury reports 2/6/2018 – 4/11/2018:

April 2nd, a Water Department employee twisted his ankle exiting his town truck at a private residence. Ice was present on the ground. Julie asked if it would be worth while for the employees to carry a small shaker container of salt/sand that the employees could shake on the ground prior to exiting the vehicle if the surface appears icy. Steve Pendl mentioned the three points of contact entering and exiting: hand on the door, hand on the steering wheel, foot on the ground. Victor recommended having refresher training on these seasonal topics at the start of each new season. A discussion was held about incorporating a new “tailgate topic” at each weekly Public Works morning meeting. Julie will create a signup sheet for Tailgate talks and have at the next meeting. The signup sheets can be distributed with a link to the CIRMA site with all of the trainings available.

Recently completed Employee Trainings:

Victor stated that his department is all up to speed on all of the online annual refresher trainings.

Upcoming Trainings:

Steve handed out information on minimum OSHA training requirements for municipalities, hazard assessment forms, an OSHA General Industry Compliance assessment packet and a Personal Protective Equipment (PPE) Program Checklist guide. Steve provided details on each. Steve stressed that each position should have a Hazard Assessment form filled out. If OSHA comes in, they will request a Hazard Analysis for each position. Victor will talk to Mark about distributing these at a Department Head meeting. Steve will research to see if he can find examples of additional positions that we can use as a guide. Steve will also provide us with the list of 7 notices that must be posted on the employee bulletin boards.

Steve mentioned an FOI training coming up on June 6th in Guilford.

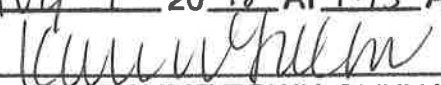
The committee discussed all of the final preparations that were being done for the Annual employee training day coming up on 5/9/2018.

General Discussion: None

Respectfully submitted,


Julie C. Wilson, Chair

FILED

Aug 9 20 18 AT 1:15 AM/PM

EAST LYME TOWN CLERK