



Town of East Lyme

Health and Safety Committee

Minutes for December 13, 2018 Meeting

Members Present:

Julie Wilson – Chair
Ron Bence- Vice Chair
Chris Taylor

Members Absent

Kevin Carrico – Secretary
Sgt. Mike Macek (detained with police matter)

Guests

Stephen Pendl - CIRMA

Health & Safety Committee meeting was called to order at 2:06 p.m.

Injury Report Reviews: 10/9/2018 – 12/11/2018:

One injury reported: 11/5/2018 – Fire Dept. Employee – strain in lower back exiting from fire truck. Steve mentioned that employees should be reminded there should always be three points of contact when exiting a vehicle, and climbing down not jumping. Chris mentioned that a few employees are on the shorter side, and that it is quite a drop for them to exit the truck. It was determined that there wasn't much the employee could have done differently to prevent.

Status Reports:

- Safety Suggestion Boxes: No new suggestions received

Employee Trainings:

- Recently Completed: Julie stated that the employee training at the Community Center went very well on November 15th. The employees gathered at the end of the training for a discussion with the trainers. There were many good questions asked and answered. Overall, the employees felt the training was very informative. Victor stated that he sent an email to all employees in the engineering department with specific required online trainings that they need to take. The responsibility now falls on the employee to complete. Julie will reach out to Joe Bragaw to check status of Public Works and see if they need assistance with signing up employees for online trainings.
- Upcoming: Employee Training – Town Hall: December 14th, 3-4 p.m.
Final preparations were discussed for tomorrow's training at the Town Hall. Sandi Anderson placed signs on the entrances at Town Hall on Tuesday notifying the public that the Town Hall would be closing an hour early. Additionally, the notice was posted on EL Public Safety's Facebook / Twitter pages, George & Ron will lock Town Hall doors at 3:00. Additionally, the notice was posted on the home page of the town website and local access channels.
 - o Field Services: Victor will check with Joe Bragaw to determine a good date to hold the training for the Public Works employees and whether or not the building has intercom capabilities.
 - o Annual Employee H&S Training: Topics were discussed for the annual training to be held in May 2019. Julie will reach out to Kenya Rutland from KJR to see if he has a program that he could recommend. Steve mentioned that he uses our H&S committee as a good example for other towns to follow.
- NOTE: An employee inquired as to when the maps would be available that are referenced in the Building Emergency Procedures Manual that was issued in 2016. Ron Bence said he would get the building maps to Julie, and she would mark the information according to the references in the manual.

2019 Meeting Schedule: The committee decided to continue meeting on the second Thursday bi-monthly with additional special meetings as required for planning purposes. Election of Officers will happen at the next meeting.

Next Meeting Date: Thursday, February 14th, 2019

Adjourned

Respectfully Submitted,


Julie C. Wilson, Chair

FILED

DEC 14 20 18 AT 8:45 AM/PM

EAST LYME TOWN CLERK