



# Town of East Lyme Health & Safety Committee

Meeting – April 11, 2019

**Members Present:**

Julie Wilson-Chair  
Ron Bence-Vice Chair  
Jane Bowen-Secretary

Sgt. Mike Macek  
Chris Taylor  
Victor Benni

**Guests:**

Stephen Pendl-CIRMA

***H & S Committee Meeting called to Order at: 2:15 PM***

**1. Attendance**

**2. Approval of Minutes:** 2/14/18 – Chris Taylor, 2<sup>nd</sup>: Victor Benni. Motion passed unanimously.

**3. Injury Reports: 2/13 – 4/9/2019**

1 Injury reported, on 2/22 from Flanders Fire Department, of saliva from patient in eye/face. Standard procedures for HazMat/PPE were followed. No additional suggestions necessary to prevent further incidents, as all safety protocol was adhered to.

**5. Status Reports:**

Safety Suggestion Boxes – As per Ron Bence - No new suggestions received

**6. Employee Trainings:**

a. **Recently Completed: At Hwy Dept – Haz Comm, 1<sup>st</sup> Aid/CPR completed**

**Tuesday, 4/16 Active Shooter Drill @ FSB, all aspects went well**

b. **Upcoming:** Ron Bence will touch base with Carmen Ames re phone compliance for all town buildings in the event of an active emergency to improve critical internal communication.

- **CPR Course potential @** either Town Hall or FSB
- **Confined Space overview** scheduled for Wednesday, 4/17/19 @ 8:30 AM, for Water/Sewer Dept, Fire and Building Maintenance
- **All Employee Annual Training:** Final details addressed and confirmed.
- **Scheduled:** Wednesday, May 8<sup>th</sup>, 2019, Duration: 2 hours per AM/PM Session, Town Hall Meeting Room
- **Focus for Annual Employee Training Determined:** Cyber Spoofing/Social Media, Slips, Trips & Falls, Overexertion/Sprains & Strains

**7. Steve Pendl** informed us that because our claims have been low for workers comp and liability, the Town has secured 0% increase on workers comp and a decrease on liability coverage for the upcoming fiscal year.

**8. Adjourn: 3:30 PM**

**Next Regular Meeting Date:** June 13, 2019

Respectfully submitted,

*Jane Bowen*  
Jane Bowen

**FILED**

July 2 2019 AT 12:50 AM/PM  
*[Signature]*  
EAST LYME TOWN CLERK