



Health &amp; Safety Committee

108 Pennsylvania Avenue  
P.O. Box 519  
Niantic, CT 06357

MEETING MINUTES for OCTOBER 3, 2023

Members Present:

Julie Wilson-Chair  
Ron Bence  
Bob Neville  
Denise Compton

RECEIVED FOR RECORD  
EAST LYME, CT  
2023 OCT -4 P 1:35  
Cassidy Wilson  
TOWN CLERK

The Health & Safety Committee meeting was called to order at 2:00 p.m.

Appointment of H&S Committee Positions:

Denise was nominated and voted in as the Health and Safety Committees Recording Secretary.

Review of requirements:

A copy of the statutes were handed out which outlined the duties and functions of a health and safety committee. Julie recommended the committee meet once a month instead of the required quarterly meetings until we are up to speed as an effective committee. Meetings will occur on the first Tuesday of each month.

- Annual training for all staff is required for fire drills and extinguishers, as well as blood born pathogens. Ron will investigate conducting fire drills and when is the best date to hold the first one. Julie will email department heads to remind them to review with their staff the Emergency Procedures Manual and especially the evacuation routes. She will also include an *Evacuation Roll Call Site Attendance* check list to be used in fire drills.
- Julie is hoping to offer CPR and first aid training for employees. While this is not “required” training, it is an extremely beneficial certification to have.
- Bi-annual training in accident investigating, preventative sexual harassment in the workplace, defensive driving and workplace violence is required for all employees.
- Recently completed was the active shooter drill. There was discussion of the comments that followed, mostly positive. Julie is working on the active shooter/stop the bleed training videos from the Field Services Building and Town Hall trainings held recently, and will have them for review soon.
- Bob questioned if covid requirements would be covered under the Health & Safety Committee. Julie stated this is typically handled through the emergency management office with guidance from state and local health directors.
- Building inspections are behind. Ron is to investigate the requirements. Julie stated that CIRMA’s (CT Interlocal Risk Management Agency) representative can assist us with the inspections. Ron shared the 2017 report that was put together from CIRMA. It was agreed Julie will contact the CIRMA representative and arrange a meeting.

Town of



East Lyme

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Injury Reports:

A report was requested from HR but not received prior to the meeting.

Status of AEDs and First Aid Kits:

CINTAS, an emergency medical supply vendor, is a company used in the past to purchase new AEDs, AED supplies and items for first aid boxes. Ron will reach out to them. Ron also will do the recommended quarterly inspections for AEDs. Julie will email the spreadsheet she created for this purpose to Ron. Julie gave information to Bob Neville to research a "Stop the Bleed" grant. We are looking to obtain tourniquets for all town first aid kits as well as training kits for future trainings.

Status of funds available:

Julie mentioned there is a rollover account created by Anna Johnson for Health & Safety and that there should be an open P.O. to Common Cents EMS with \$900+ dollars in addition to the 23/24 \$1,000 budget. Ron will check with Kevin Gervais.

Discussion about H&S Fair:

Julie spoke about the fairs in the past. It was a fair for employees which ran all day and held on the Town Hall grounds. Multiple local vendors and agencies who specialize in health and/or safety provided important information to the employees. The event was very popular. Julie would like to bring the fair back. It is not only an educational health and safety platform, it is additionally a source of revenue for the Health & Safety committee. The funds raised would be used for training employees and other health and safety related expenses. Julie would like the committee to begin planning to bring this popular event back in the June 2024 timeframe. She has assigned us all to put together a list of potential vendors to invite to the fair.

Next Meeting Date: Tuesday, November 7, 2023

Meeting adjourned 2:56pm

Respectfully Submitted,

Denise Compton  
Health & Safety Recording Secretary