



SHC

Oxford Safety & Health Committee

Minutes

Regular Meeting

June 13, 2018

The Regular Meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:05 AM.

The following members were present: Chairman Kelly Weymer, Michael Blood, Sharon Trede, Madelene Taggart and Jessica Pennell.

Approval of Minutes

MOTION was made by Jessica Pennell to approve the 4/11/18 Special Meeting and Site Inspections minutes as presented. This was seconded by Sharon Trede. All were in favor with 1 Abstention (M. Blood).

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

Chairman Kelly Weymer reviewed two minor injuries requiring no medical attention or workman's compensation. She also stated that during the tornado on May 15th the town incurred only two minor injuries; neither requiring extreme medical attention. Considering that a tornado hit the town, this is astounding. She also thanked all town personnel who assisted during the tornado and who are still helping during this disaster recovery period. A lot of very hard-working individuals doing a phenomenal job.

Site Inspections

Site inspections of Posypanko Park and Lily Park were reviewed and discussed. Michael Blood pointed out that under Additional Comments for each park, it was stated that ADA compliant port-o-lets were 'needed'. He pointed out that the town provides these port-o-let's as a courtesy and not a requirement so ADA ones should not be 'needed'. It was suggested to change *needed* to *recommended*.

The committee discussed conducting the August's regular meetings with a site inspection. The committee agreed that we should have a regular meeting one month and then the following month conduct a regular meeting with site inspection(s). It appears that we are able to conduct more inspections by doing it this way.

Other Business

▪ Emergency Situation and Evacuation Procedures

Chairman Kelly Weymer still need to purchase the frames for the Town Hall Emergency Exit Plans.

▪ Matters As Deemed Necessary

* Chairman Kelly Weymer stated that the installation of new front doors is part of the Capital Projects in the upcoming budget. Safety concerns and features in departments and offices was revisited. Again, this can be addressed once the library opens and departments are moved. At this moment no one knows for sure what the Administration's plans are for the departments. Chairman Kelly Weymer also stated that not every single safety issue needs to come from this committee's budget. Departments should include the major projects in their yearly Capital Improvement Project requests.

* Chairman Kelly Weymer reviewed past recommendations to the Administration and stated that a lot of the issues have been addressed. The items still needing attention are the hazardous shrubs in driveway, conducting sexual harassment and bullying workshops and protocol for when alarmed doors are set off. It was suggested that board and commission members be invited, if not required by the town's liability insurance, to attend the sexual harassment and bullying workshops. The #MeToo Moment was discussed as a major reason why board and commission members need to attend these workshops. Also, it was discussed that due to the lack of employees who have keys that shut off the alarms, it should be suggested that the appropriate key(s) be placed in an easily accessible area for when an alarm does go off. The town's lack of an EAP program was also discussed and suggested.

MOTION: was made by Jessica Pennell to authorize the Chairman to send another letter to the Administration with the above concerns and the committee's suggestions and recommendation. This was seconded by Sharon Trede. All were in favor.

* Michael Blood stated that the town should contact OSHA every two years or so and invite them to come down and help inspect for any deficiencies. By doing this, it lessens the fines for the town for when a scheduled OSHA visit may occur, which is approximately every 5 – 10 years. This will be included in the letter to the Administration.


Adjournment

MOTION was made by Jessica Pennell to adjourn the meeting at 10:51AM. This was seconded by Michael Blood. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

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TOWN OF OXFORD, CT

TOWN CLERK