



Special Meeting Minutes July 21, 2016

The 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, Vice-Chairman Margaret West, Gordon Gramolini, Madeline Taggart, Sharon Trede (arrived at 10:17 AM) and Secretary Jim Hliva (arrived at 10:38 AM).

Approval of Minutes

MOTION was made by Gordon Gramolini to approve the 3/9/16 meeting minutes as presented. This was seconded by Vice-Chairman Margaret West. All were in favor.

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

None ~ Secretary Hliva not present at this time.

Site Inspections

Chairman Weymer explained that two inspections were conducted by two of the Sub-Groups. Gordon Gramolini reviewed the W.P.C.A. Pump Stations inspection that he and Chairman Weymer conducted (See Attachment A). He explained that most items were housekeeping items.

Michael Blood reviewed the Ryan's Courts inspection he conducted with Sharon Trede (See Attachment B). He stated the major concern was an inverted swale area in front of the courts that could be a potential hazard/lawsuit.

Chairman Weymer explained that for all inspections conducted, the Sub-Groups need to review their findings with the Department Supervisor and allow them time to correct any violations and come into compliance. There should always be open communication and follow-up inspections.

Vice-Chairman West stated that she has an existing file for completed inspections. She will be given a copy of all inspections to include in that file.

Other Business

▪ **Emergency Situation and Evacuation Procedures**

Chairman Weymer requested that the members continue to review these procedures. She explained that she was waiting on one quote for alarming the three (3) non-essential doors. The members recommended alarming the Employee Lounge door as well. So now the quote would be for four (4) doors: The Finance hallway door, the Employee Lounge door, Town Clerk's office door and the Land Use hallway door.

MOTION was made by Secretary Hliva to authorize the Chairman to award the Alarm Door Bid after positive review with the committee members. This was seconded by Vice-Chairman West. All were in favor. This will be forwarded to the Board of Selectmen and Board of Finance for further approval.

Chairman Weymer asked that the OSHC members ensure that all offices in all our buildings clearly display their evacuation routes. It was suggested that the Administration conduct bi-annual or annual Staff Meetings to reiterate these routes.

▪ **Member's Resignation**

MOTION was made by Vice-Chairman West to authorize the Chairman to send a written request to the Board of Selectmen asking to decrease the OSHC membership from eight (8) members to seven (7) in hopes of being able to obtain a quorum for meetings. This was seconded by Michael Blood. All were in favor.

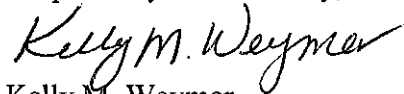
▪ **Other Matters As Deemed Necessary**

Secretary Hliva informed the committee that he will be resigning due to a conflict of interest. Chairman Weymer thanked Secretary Hliva for all of his hard work and knowledge he has put into serving on this committee.

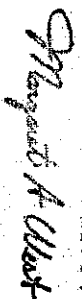
Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:10 AM. This was seconded by Michael Blood. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

16 JUL 27 PM 2:28
TOWN OF OXFORD, CT

TOWN CLERK

Town of Oxford Safety Inspection Checklist

Date of Inspection: 5/10/16

Administrative Data

Name of Facility WPCA Pump Stations
 Address Perkins Rd, Towner Lane, Airport Rd, Longmeadow Rd. Telephone _____
 Building Representative's Name Scott Halstead
 Inspected By Gordon Gramolini, Kelly Weymer

Exit Doors and Emergency Lighting

Exit Signs Present and Lighted? Yes No
 Doors Free of Obstructions? Yes No
 Lighting Fixtures Illuminate Properly When Test Lights Activated? Yes No
 Recommended Action _____
 Action Taken _____
 When and By Whom _____

Stairwells

Adequate Illumination? Yes No
 Handrails Present and Secure? Yes No
 Recommended Action _____
 Action Taken _____
 When and By Whom _____

Housekeeping

Storage Properly Arranged? Yes No ✖
 Rubbish Picked Up and Stored Properly? Yes No ✖
 Adequate General Maintenance? Yes No ✖
 Recommended Action Perkins Rd: wrap/fold hose properly. Secure trash cans.
 Action Taken _____
 When and By Whom _____

* Perkins Road: hose unsafely unraveled on ground. Trash cans blown around by wind.
 * Towner Lane: snow removal items, tires, hoses, cones, pipes, debris strewn/placed improperly around area.

Flammable or Combustible Liquids

Type and Amount _____
 Proper Storage? Yes No
 Recommended Action Properly store all gas cans + flammable liquids inside
 Action Taken _____
 When and By Whom _____
 * Towner Lane: gas cans, flammable liquids left outside

Electrical System

| | | |
|---|-----|----|
| Circuit Protection and Wiring Adequate? | Yes | No |
| Use of Extension Cords? | Yes | No |
| Meter and Panel Boards labeled and Clear? | Yes | No |
| Recommended Action | | |
| Action Taken | | |
| When and By Whom | | |

Fire Detection and Alarm System

| | | |
|---------------------------------|-----|-----------|
| Monitoring Company | | |
| Address | | Telephone |
| System Tested Within 12 Months? | Yes | No |
| Recommended Action | | |
| Action Taken | | |
| When and By Whom | | |

Fire Extinguishers

| | | |
|--|-----|----|
| Appropriate Type for Hazards? | Yes | No |
| Extinguishers Services Within 12 Months? | Yes | No |
| Recommended Action | | |
| Action Taken | | |
| When and By Whom | | |

Additional Comments:

Towner Lane: Gate was unlocked. Generator door did not appear
to be securely closed.

Recommend the installation of an outside storage area for all
snow removal items, hoses, cones, pipes that are placed behind
buildings.

Recommend the removal of all tires and unnecessary debris.

Town of Oxford Safety Inspection Checklist

Date of Inspection: JUNE 16th 2016

Administrative Data

Name of Facility Ryan's Courts
 Address Great Oak Rd Telephone _____
 Building Representative's Name _____
 Inspected By Mike Blood and Sharon Trede

Exit Doors and Emergency Lighting

Exit Signs Present and Lighted? Yes ☐ No ☒
 Doors Free of Obstructions? Yes ☐ No ☐
 Lighting Fixtures Illuminate Properly When Test Lights Activated? Yes ☐ No ☒
 Recommended Action _____
 Action Taken 2 light sensor (are they timed/sensors)
 When and By Whom _____

Stairwells

Adequate Illumination? Yes ☐ No ☐
 Handrails Present and Secure? Yes ☐ No ☐
 Recommended Action _____
 Action Taken _____
 When and By Whom _____

Housekeeping

Storage Properly Arranged? Yes ☐ No ☐
 Rubbish Picked Up and Stored Properly? Yes ☒ No ☐
 Adequate General Maintenance? Yes ☒ No ☐
 Recommended Action _____
 Action Taken _____
 When and By Whom _____

Flammable or Combustible Liquids

Type and Amount _____
 Proper Storage? Yes ☐ No ☐
 Recommended Action _____
 Action Taken _____
 When and By Whom _____

Electrical System

Circuit Protection and Wiring Adequate?

Yes

No

Use of Extension Cords?

Yes

No

Meter and Panel Boards labeled and Clear?

Yes

No

Recommended Action _____

Action Taken _____

When and By Whom _____

Fire Detection and Alarm System

Monitoring Company _____

Address _____

Telephone _____

System Tested Within 12 Months?

Yes

No

Recommended Action _____

Action Taken _____

When and By Whom _____

Fire Extinguishers

Appropriate Type for Hazards?

Yes

No

Extinguishers Services Within 12 Months?

Yes

No

Recommended Action _____

Action Taken _____

When and By Whom _____

Additional Comments:

- * ① Walkway to Courts should be labeled and leveled. ② Signage for Entrance, Sidewalk ?
- Bricks in front of entry are loose.
- Bricks loose outside of Courts.
- * seems like the dip in the ground is that way for drainage - needs to be level at entrance/exit.