



TOWN OF OXFORD

S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298

SAFETY AND HEALTH COMMITTEE MEETING MINUTES

January 14, 2015

The meeting of the Safety Committee was called to order at 10:10 A.M. on January 14, 2015 at the Oxford Town Hall

The following members were present Margaret West, Kelly Weymer, Sharon Scinto Gordon Gramolini, James Hliva and Madalene Taggart.

First item of business was approval of the minutes. Jim Hliva made a motion to approve the minutes as presented. Second was by Margaret West. All members were in favor.

Next item on the agenda was public comments. There were no comments.

Guest speakers. Jim Hliva stated that he had asked David Cohen of the State of Connecticut to attend our meeting to discuss the responsibilities of the Safety Committee. Jim will contact Mr. Cohen to see if he can attend the February 10 meeting. Also, Jim stated that Vincent Sullivan of the Travelers would attend the March Safety Committee meeting.

Review of Injury reports. Jim presented the claims for the months of October, November and December 2014. There were three injuries with no loss time. Of the three one was medical only (for clarification a medical only claim is a claim where the employee needed medical assistance but did not lose any time from work) and the other two were for strains and pain but no medical attention was needed and there was no time lost from work.

The other claim was a re-injury of the Dog Wardens claim from a year ago. Madalene mentioned that when they were cleaning the dog pound the Dog Warden and other staff were not using safety equipment.

The following safety issues were discussed.

1. A tree in the back parking lot at the town hall has grown to a point where it blocks the lights illuminating the parking lot. The committee will inspect it at the next meeting.
2. Air quality test needs to be done on the Town Hall and the duct work needs to be cleaned as it has not been done in at least 5 years.
3. All employees and volunteers must wear protective safety equipment when working on or near public roads. The main concern at this time is public works, but a policy needs to be developed for all departments.

It was agreed that the Safety Committee needs funding to do inspections, and purchase safety equipment and supplies that are not budgeted in any department. The Safety Committee will be presenting a budget to the Board of Selectmen for inclusion in the 2015-2016 budget. Being no further business the meeting was adjourned at 11:18 A.M.

Respectfully Submitted



James Hliva
Finance Director

15 JAN 23 AM 10:57
TOWN OF
JRD, CT
TOWN CLERK
Steph H. West