



Regular Meeting Minutes April 14, 2015

The meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:07 AM.

The following members were present: Chairman Kelly Weymer, Gordon Gramolini, Mike Blood and Secretary Jim Hliva. Also in attendance was guest Speaker Vincent Sullivan, CSP, Traveler's Insurance Senior Regional Risk Control Consultant.

Approval of Minutes

MOTION was made by Secretary Jim Hliva to approve the 2/10/15 Meeting minutes as presented. This was seconded by Gordon Gramolini. 3 Ayes, 1 Abstention (M. Blood).

Public Comments

None.

Guest Speaker

Chairman Weymer welcomed and introduced Mr. Sullivan. Secretary Hliva gave a brief history of the Town of Oxford's insurance representation negotiation process; mainly due to the town's past claims.

Mr. Sullivan made a projector presentation of the many resources available to the town through our Traveler's Insurance policy. He indicated that the risk control resources that are available to the town are 99.9% free to Traveler's customers. Mr. Sullivan reviewed the risk.com website with the committee in great detail. The following are some of the highlights of the presentation:

- Cyber Risk Management – for departments, like the Tax Collector's office, who take credit cards. The site gives resources, self-evaluation's and reviews cyber liability insurance.
- Industry TravSource – under Public Entities it gives all seminars, courses, etc. that are scheduled. Workplace Harassment Prevention course is free for the first time for

Traveler's customers and geared toward Department Heads and Supervisors. It was asked how many people would this cover for being free. Mr. Sullivan responded around 15 – 20. Chairman Weymer will meet with the Administration and then can determine the individuals willing, wanting or needing to attend.

- Topic TravSource – under Business Continuity it explains how to plan for a local disaster, construction concerns, excavation and trench work, swimming pool policies, etc.
- Virtual Risk Manager – contains a self-assessment
- MSDS – Sheets should be included with all shipments of chemicals. This can and should be set up with each company.
- Supervisor's Training – there are many training sessions that can be done at your own pace through DVD. Some complimentary DVD's are available.
- Safety Committee's – after conducting a search, site lists all documents and information available to safety committee's.
- Disaster Planning – explains in great detail what needs to be done.
- OSHA 10 – located under 'Safety'. Traveler's has an IH (Industrial Hygienist) Lab. If there is a concern for an exposure to chemicals, Traveler's will send out an IH who will install a belt for the employee(s) to wear which can detect the intake of any airborne chemicals (diesel exhaust, dust, mold, lead, etc.). An IH can also measure noise concerns as well.
- Safety Academy classes
- Department Heads and Supervisor's can sign up under Employee Management, Human Resources and then will receive important links on a bi-weekly basis.

The committee thanked Mr. Sullivan for all of his assistance and helpful information. It was noted that the risk.com website is extremely beneficial to all Traveler's customers.

Review Injury Reports

Secretary Hliva mentioned that the only injury report was the Animal Control Officer who went in for a second, opposite shoulder surgery.

Other Business

Chairman Weymer discussed the following:

- State of Connecticut's Worker's Compensation Commission Safety and Health Audit – it was determined we were in compliance.
- An email form Administrative Assistant regarding cigarette butts in the Ladies Room waste basket.
- A Benefits of Workplace Ergonomics seminar on Tuesday, April 21st from 9:00 AM – 12:00 Noon in Shelton. Anyone interested should notify Chairman Weymer.

Site Inspections

Chairman Weymer had previously asked the committee members to compile a Town Building Priority List. It was pointed out that town parks should also be included. A few lists were submitted. Discussion ensued with regards to the Board of Education properties. Chairman Weymer will speak with Business Manager Rosemary Hanson to inquire if the Board of Education has its own Safety & Health Committee. Chairman Weymer will then integrate the lists and will present the 'Town of Oxford Building and Property Priority List' to the committee at the next meeting.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:32 AM. This was seconded by Mike Blood. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

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TOWN OF OXFORD, CT
TOWN CLERK
Cheryl A. Whit