



OSHC

Oxford Safety & Health Committee

Meeting Minutes February 14, 2018

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

The following members were present: Chairman Kelly Weymer, Michael Blood, Vice-Chairman Margaret West-Mainor, Madelene Taggart, Jessica Pennell, Sharon Trede and Gordon Gramolini

Approval of Minutes

MOTION was made by Michael Blood to approve the 11/8/17 meeting minutes as presented. This was seconded by Sharon Trede. All were in favor with 3 Abstentions (M West-Mainor, M. Taggart, G. Gramolini).

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

None.

Site Inspections

MOTION was made by Vice Chairman Margaret West-Mainor to conduct site inspections of Posypanko Park and Lily Park at next month's meeting. This was seconded by Gordon Gramolini. All were in favor. We will meet at Posypanko Park at 10:00 AM.

Sharon Trede will follow up with Parks & Recreation Director regarding the Ryan's Court inspection.

Chairman Kelly Weymer sent follow-up letters to Water Pollution Control Authority, Board of Fire Chiefs, Oxford Ambulance Association and Animal Control. Still waiting on responses.

Other Business

▪ **Emergency Situation and Evacuation Procedures**

Chairman Kelly Weymer showed the committee the completed emergency exit placards for the entire Town Hall. These will all be placed in picture frames and hung up in each department and specific location.

MOTION was made by Vice-Chairman Margaret West-Mainor to approve the invoice totaling \$300.00 from Joseph Calabrese Architectural Design. This was seconded by Jessica Pennell. All were in favor.

▪ **Matters as Deemed Necessary**

* **MOTION** was made by Madelene Taggart to recommend the Administration permanently replace the panic button in the Tax Collectors Office. This was seconded by Vice-Chairman Margaret West-Mainor. All were in favor.

Installing a half door was also discussed. It was suggested that the Tax Collector make that part of her department's Capital Plan request. Other office's needing half doors or safer conditions was also discussed. Adding these to each department's Capital Plan was suggested however, this should be put on hold until the library moves out and offices are finished being re-located.

* Vice- Chairman Margaret West-Mainor suggested doing a mock shooting situation. The committee will finish looking through the Emergency Situation and Evacuation Procedures first. All members were asked to review these before next meeting, bring final draft to the April meeting. Once completed they will be given and reviewed with all employees. Then the mock trainings will be scheduled.

* Vice- Chairman Margaret West-Mainor explained the issue she had with almost hitting 2 elderly gentlemen with the front doors as she was exiting the building. These doors and step are a hazard. Many people of varying ages have had issues and close-calls with them. Chairman Kelly Weymer explained that the Administration has stated that the front doors were to be replaced; just not sure when. We need to inquire and make sure the step is addressed as well.

* Gordon Gramolini asked if the First Aid kit in the Employee Lounge can be replaced. It is a hazard as there are many items placed on the opening and one kit is not functional at all. Chairman Kelly Weymer will add it to the recommendation list for the Administration.

* Jessica Pennell again mentioned the hazard the green shrubs pose when driving up to the stop sign in the Town Hall driveway. It is very hard to see anyone in the walkway. Chairman Kelly Weymer will also add this matter to the recommendations list for the Administration.


* Gordon Gramolini stated that it would be a good idea to hold another Sexual Harassment and Bullying Workshops. He hears and sees many things that should not be said nor done. These workshops need to be mandatory for ALL employees, not just Department Heads. Chairman Kelly Weymer will add this to the recommendation list for the Administration.

* Chairman Kelly Weymer commended the committee members for doing a remarkable job. The tasks of this committee are not easy nor completed instantaneously. She thanked the members for being diligent and patient in their duties. Chairman Kelly Weymer also stated the importance of this committee. Not only for the safety and health of all employees and the public, but also it is a state requirement to conduct meetings and inspections on a quarterly basis. She explained that David Cohen, Safety Program Officer from the State of Connecticut Workers' Compensation Commission came into Town Hall to verify that the required quarterly meetings were being held. As inspections are considered meetings, we fulfilled our obligations for 2017. This could not have been done without the commitment of our members.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:16AM. This was seconded by Jessica Pennell. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

18 FEB 15 PM 2:23
TOWN OF OXFORD, CT
TOWN CLERK
Stephanie A. White