



Meeting Minutes September 14, 2016

The meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:24 AM.

The following members were present: Chairman Kelly Weymer, Michael Blood, Sharon Trede and Gordon Gramolini.

Approval of Minutes

MOTION was made by Gordon Gramolini to approve the 7/21/16 Special Meeting minutes as presented. This was seconded by Sharon Trede. All were in favor.

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

Chairman Weymer will make a point of speaking with Finance Director Jim Hliva prior to meetings in order to discuss pertinent Injury Reports.

Site Inspections

Chairman Weymer thanked the members for conducting inspections. She reminded them of the need to follow-up on these inspections. Chairman Weymer requested that each group conduct one more inspection by the end of the year. She acknowledged that these inspections take time and the corrections to any violations or concerns take time as well. She is very pleased with the job, time and effort that committee members have put into these inspections.

Due to our recent request to decrease the OSHC membership, as well as the recent resignation of a member, Chairman Weymer will re-do the Town Building Priority List Group Assignment and distribute and discuss this at the next meeting. Chairman Weymer mentioned that as there is a vacancy, committee members should ask around for anyone interested in serving on the OSHC.

Other Business

▪ **Update on Alarmed Doors**

Chairman Weymer explained that three doors have been installed with alarms. They include: the Land Use hallway door, the Employee's Lounge door and the Finance hallway door. The Town Clerk's Office door will have the alarm installed on Monday. Calvert Lock & Smith is the company installing the alarms and Chairman Weymer is very satisfied with their work. The alarms work very well; the Land Use door has been mistakenly activated twice. The members were in agreement that this will most likely happen a few more times. It was stated that some employees felt that this was an invasion to their privacy. Chairman Weymer explained that employees who feel this way, or have any questions or concerns, are more than welcome to discuss them with this committee. All members were in agreement.

▪ **Emergency Situation and Evacuation Procedures**

Chairman Weymer requested that the members continue to review these procedures. She stated that the OSHC is not made up of individuals who deal with emergency situations for a living. Our mission is to try and help eliminate safety and health concerns as best as we can.

The committee discussed the need for the Town Hall's Plan for Emergency, Evacuation or Fire Drill to be posted in all offices. Gordon Gramolini stated that there should be some laminated plans in the hallways so customers are aware of how to evacuate properly. Chairman Weymer will ask an architect in town if he is willing to re-do this plan as the one on file is very old and hard to read.

Chairman Weymer asked that the OSHC members ensure that all offices in all our buildings clearly display their evacuation routes. The committee will recommend that the Administration conduct annual or bi-annual Staff Meetings to reiterate these routes. A Fire Drill will be scheduled once all this has been completed.

The committee discussed the removal of the Panic Button from the Tax Collector's office.

▪ **H.I.P.P.A. Laws/Information**

Chairman Weymer passed out information concerning H.I.P.P.A. laws. It was reiterated that only pertinent injury reports will be discussed with the OSHC. No names, personal or private information are a concern. The only concern is how this committee can help or prevent any future injuries.

▪ **Town Hall Telephone System Concerns**

Chairman Weymer explained that in order for anyone to make an outside phone call, they must dial 9 first. On a number of occasions employees have dialed 9-1-1 by mistake when making an outside call. The police have shown up on these occasions only to find the emergency was just a dialing error. To have this happen approximately three or four times a year is preposterous and unreasonable when it could easily be eliminated by removing the need to dial 9. Chairman Weymer asked the committee their thoughts on the matter. The fact that the fax machine and the First Selectman's phone do not require dialing 9 first was discussed.

MOTION was made by Gordon Gramolini and seconded by Sharon Trede to send a letter to the Administration recommending that the need to dial 9 before making an outside call be removed from the phone system due to its serious repercussions. All were in favor. Chairman Weymer will email the members the letter for their approval prior to its submission.

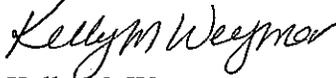
▪ **Matters As Deemed Necessary**

- * Chairman Weymer asked that we all try and fill the recent vacancy on the committee.
- * Chairman Weymer asked that all members think about the meetings for 2017; monthly, bi-monthly, quarterly, etc. This will be discussed at the next meeting.
- * Chairman Weymer reminded everyone to conduct one more inspection before the end of the year.
- * Chairman Weymer thanked all members for the great job they are doing and for their commitment to this committee.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:15 AM. This was seconded by Michael Blood. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

16 SEP 14 PM 1:45
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK