



Regular Meeting Minutes March 9, 2016

The meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:04 AM.

The following members were present: Chairman Kelly Weymer, Michael Blood, Gordon Gramolini, Sharon Trede, Vice-Chairman Margaret West and Madeline Taggart (arrived at 10:06 AM).

Approval of Minutes

MOTION was made by Gordon Gramolini to approve the 1/13/16 meeting minutes as presented. This was seconded by Sharon Trede. All in favor.

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

None ~ Secretary Hliva not present.

Site Inspections

No new inspections have been completed. Chairman Kelly Weymer asked that each Sub-Group complete one inspection within the next two months. It was noted that with the recent resignation, Sub-Group 1 only has two members. Chairman Weymer will send a letter to the Police Department and the Captains of each firehouse to ask if any of their employees or members would be interested in serving on this committee.

Other Business

▪ **Emergency Situation and Evacuation Procedures**

Chairman Weymer asked that the members review these documents carefully and to bring any changes, deletions, suggestions to the next meeting. She recommended that the review of these procedures could be done in sections.

There was discussion on Monday's and Friday's when the Town Hall staff is limited and spread out. Chairman Weymer explained that the Administration is looking into making all doors emergency doors, except the front and rear main access-way. Sharon Trede voiced her concern of angry taxpayers. Certain personal safety issues were discussed and suggested.

▪ **Member's Resignation**

Chairman Weymer explained that Officer Ives resigned from this committee due to a conflict with his police duties. Again, Chairman Weymer will send a letter to the Police Department and Captains of each Fire Department.

▪ **Other Matters As Deemed Necessary**

Chairman Weymer talked about ergonomics in the workplace. Every employee experiences back, neck and/or leg pain when performing their duties. There are devices and equipment that can be installed or utilized to help with these workplace hazards. Whether it's for a desk, chair, vehicle, manual labor, etc., there is a device or equipment to help aide in minimizing these threats. Madeline Taggart suggested calling the Town's insurance carrier to see if there were any discounts on premiums if the Town installed these devices or equipment.

Town vehicles were discussed. It was recommended that the Administration should send letters to all those using town vehicles making sure proper maintenance and inspections are completed on all town vehicles. It was suggested to do so twice a year at daylight savings time. This committee should get a copy of all those reports.

Sharon Trede asked about the H.I.P.P.A. law with regards to calling in sick. It was explained that an employee just has to call in sick; there is no need for a lengthy explanation. Chairman Weymer pointed out that, in accordance with regulations and contracts, the Administration may ask for a doctor's note after so many days. It was mentioned that the town should have a Human Resource person to make sure that all H.I.P.P.A. laws are being adhered to.

Adjournment

MOTION was made by Gordon Gramolini to adjourn the meeting at 11:02 AM. This was seconded by Sharon Trede. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

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TOWN OF OXFORD, CT
TOWN CLERK
