



SHC

Oxford Safety & Health Committee

Meeting Minutes November 8, 2017

The Regular 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, Sharon Trede and Jessica Pennell

Approval of Minutes

MOTION was made by Jessica Pennell to approve the 2/17/17 meeting minutes as presented. This was seconded by Sharon Trede. All were in favor with 1 Abstention (J. Pennell).

Public Comments

None.

Guest Speaker

None.

Review Injury Reports

None.

Site Inspections

Site inspections and follow-up were discussed.

MOTION was made by Chairman Kelly Weymer to authorize Sharon Trede to send a letter to the Parks & Recreation Director to thank her for her response but to inform her of the remaining outstanding deficiencies at Ryan's Courts. This was seconded by Jessica Pennell. All were in favor.

Chairman Kelly Weymer informed the committee of the letter sent to the Board of Selectmen from the Board of Fire Chiefs regarding any inspections conducted at the firehouses. In the

future, all correspondence should be sent to the Board of Fire Chiefs and not the individual fire houses.

MOTION was made by Jessica Pennell to authorize the Chairman to send a second follow-up letter to the Water Pollution Control Authority, the Board of Fire Chiefs (for Oxford Center Firehouse), the Oxford Ambulance Association and Animal Control reminding each of their outstanding deficiencies and recommended actions. This was seconded by Michael Blood. All were in favor.

The placement of the speed bumps and other areas of concern in the Town Hall parking areas were discussed.

An inspection of Lily Park and Posypanko Park will be conducted on Wednesday, November 29, 2017 at 2:00 PM. The matter will be discussed and reviewed at the next meeting.

Other Business

- **Workman's Compensation New Filing Statute Requirements**

This matter has already been discussed.

- **Emergency Situation and Evacuation Procedures**

Chairman Kelly Weymer updated the committee on the Town Hall Emergency Exit Plans. Once received, they will be hung up in picture frames.

- **Matters As Deemed Necessary**

- * The 2018 Regular Meeting dates were discussed. The committee will meet monthly on the second Wednesday at 10:00 AM. Chairman Kelly Weymer will file the 2018 Meeting Schedule with the Town Clerk per Town Charter.

- * Chairman Kelly Weymer gave the committee an update on the new alarmed doors that the Administration installed in the Main Meeting Room. Their next plan is to install new sliding glass front doors.

Jessica Pennell asked what should employees do if and when these alarms go off? These were installed without any information or training given to employees. Also, the Main Meeting Room's middle door opens right where the inside sliding glass door opens. This is very dangerous.

The lack of employees who have keys to shut off the alarms was discussed.

MOTION: was made by Jessica Pennell to authorize the Chairman to inform the Administration of the potential hazardous situation of the Main Meeting Room's middle door opening into the opening of the inside sliding glass door. This was seconded by Sharon Trede. All were in favor.

MOTION: was made by Jessica Pennell to authorize the Chairman to inform the Administration for the need to establish a policy and protocol for when an alarm door is activated. This was seconded by Sharon Trede. All were in favor.

* Sharon Trede noted that as Tax Collector she would like to make it known that the Administration has removed the panic button that was in the Tax Collectors office as the battery was malfunctioning. Therefore, there is no quick way to alert authorities to an emergency.


* Chairman Kelly Weymer informed the committee of a Front Desk Safety & Security Seminar taking place on December 4, 2017 in Hartford which will help with preventing workplace violence, how to handle emergencies and how to be prepared for any situation.

MOTION was made by Sharon Trede for the Chairman to suggest that the new Administrative Assistant attend the Front Desk Safety & Security Seminar on December 4, 2017. This was seconded by Jessica Pennell. All were in favor.

Adjournment

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

Respectfully submitted by,



Kelly M. Weymer
Chairman

17 NOV -9 PM 2:27
TOWN OF OXFORD, CT
Sharon Trede
TOWN CLERK