



SHC

Oxford Safety & Health Committee

Minutes Special Meeting AND Site Inspections April 11, 2018

The Special Meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 2:00 PM en route to Posypanko Park.

The following members were present: Chairman Kelly Weymer, Vice-Chairman Margaret West-Mainor, Gordon Gramolini and Sharon Trede.

Site Inspections

Site inspections were conducted at Posypanko Park and Lily Park (Attachments A & B)

Other Business

▪ Matters As Deemed Necessary

* Chairman Weymer explained that a letter was sent to the Administration stating our concerns as discussed at the 2/14/18 OSHC meeting. The following items were discussed:

- Armed & Ready re-installed the Panic Button in the Tax Collector's office and the invoice was forwarded to this committee for payment.

MOTION was made by Margaret West-Mainor to approve to pay the Armed & Ready invoice. This was seconded by Gordon Gramolini. All were in favor. Chairman Weymer will sign and submit the invoice.

- Chairman Weymer explained that a new, fully stocked First Aid Kit was installed in the Employee's Lounge at Town Hall. The Administration is requesting the funds come from this committee.

MOTION was made by Margaret West-Mainor to approve to pay the invoice for the new First Aid Kit. This was seconded by Sharon Trede. All were in favor. Chairman Weymer will sign and submit the invoice once it is received.

- Chairman Weymer explained that the shrubs in the driveway should be addressed soon as it is now Spring. If they are not cut back by our next meeting, a letter will be re-sent requesting they are.

- Chairman Weymer stated that the new Administrative Assistant had just recently attended a Sexual Harassment Seminar. Again, if a seminar for both Sexual Harassment and Workplace Bullying are not scheduled for ALL employees by our next meeting, a letter will be re-sent requesting they are.

* As far as the dangerous middle door of the Main Meeting Room, it was suggested that panic hardware be placed on this door as it opens into the hallway only a few inches from the middle automatic sliding glass door. The committee suggests that the other two doors could be equipped with handicap handles.

* Chairman Weymer informed the committee that a Safety and Health Committee Audit was conducted by the State of Connecticut Workers' Compensation Commission on 12/6/17. The Connecticut General Statutes require the establishment of a safety and health committee with a minimum of quarterly meetings. A letter was received on 2/26/18 determining that Oxford is indeed in compliance with the safety and health regulations (Attachment C). Chairman Weymer praised the committee for their dedication, support, volunteerism and their patience. It is through our members that we try to help make our workplaces safer for all employees.

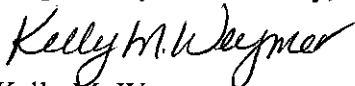
Approval of Minutes


No action necessary as meeting was cancelled.

Adjournment

MOTION was made by Margaret West-Mainor to adjourn the meeting at 2:54 PM. This was seconded by Gordon Gramolini. All were in favor.

Respectfully submitted by,


Kelly M. Weymer
Chairman

18 APR 17 PM 4:29
TOWN OF OXFORD, CT
TOWN CLERK


Town of Oxford
Safety Inspection Checklist

Date of Inspection: 4/11/18

Administrative Data

Name of Facility Posypanko Park
Address Quaker Farms Road Telephone _____
Building Representative's Name _____
Inspected By Kelly, Margaret, Sharon & Gordon

Exit Doors and Emergency Lighting

N/A

Exit Signs Present and Lighted? Yes No
Doors Free of Obstructions? Yes No
Lighting Fixtures Illuminate Properly When Test Lights Activated? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Stairwells

Adequate Illumination? Yes No
Handrails Present and Secure? Yes No
Recommended Action _____
Action Taken see below
When and By Whom _____

Housekeeping

Storage Properly Arranged? Yes No
Rubbish Picked Up and Stored Properly? Yes No
Adequate General Maintenance? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Flammable or Combustible Liquids

N/A

Type and Amount _____
Proper Storage? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Electrical System

Circuit Protection and Wiring Adequate? Yes No
Use of Extension Cords? Yes No
Meter and Panel Boards labeled and Clear? Yes No
Recommended Action see below
Action Taken _____
When and By Whom _____

Fire Detection and Alarm System buildings were all locked

Monitoring Company _____
Address _____ Telephone _____
System Tested Within 12 Months? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Fire Extinguishers buildings were all locked

Appropriate Type for Hazards? Yes No
Extinguishers Services Within 12 Months? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Additional Comments:

- * ball machines in batting cages need cover on outlets
- * no cap on back wall electrical unit in cages - very unsafe
- * Port-O-let needs to be ADA compliant
- * wooden railing at entrance needs to be sanded/stained and anchored at very top. Suggest replace with a hand rail
- * few picnic tables + wooden "bumper" need maintenance/repairs
- * remove debris in woods by house + sheds.
- * remove part of a gate laying between fields going towards cages.

Town of Oxford
Safety Inspection Checklist

Date of Inspection: 4/11/18

Administrative Data

Name of Facility Lily Park
Address Great Oak Road Telephone _____
Building Representative's Name _____
Inspected By Kelly, Margaret, Sharon ; Gordon

Exit Doors and Emergency Lighting

N/A

Exit Signs Present and Lighted? Yes No
Doors Free of Obstructions? Yes No
Lighting Fixtures Illuminate Properly When Test Lights Activated? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Stairwells

N/A

Adequate Illumination? Yes No
Handrails Present and Secure? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Housekeeping

Storage Properly Arranged? Yes No
Rubbish Picked Up and Stored Properly? Yes No
Adequate General Maintenance? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Flammable or Combustible Liquids

N/A

Type and Amount _____
Proper Storage? Yes No
Recommended Action _____
Action Taken _____
When and By Whom _____

Electrical System

Circuit Protection and Wiring Adequate?	Yes	<u>No</u>
Use of Extension Cords?	Yes	<u>No</u>
Meter and Panel Boards labeled and Clear?	Yes	No
Recommended Action	<u>See below</u>	
Action Taken	_____	
When and By Whom	_____	

Fire Detection and Alarm System

N/A

Monitoring Company	_____	
Address	_____	Telephone _____
System Tested Within 12 Months?	Yes	No
Recommended Action	_____	
Action Taken	_____	
When and By Whom	_____	

Fire Extinguishers

N/A

Appropriate Type for Hazards?	Yes	No
Extinguishers Services Within 12 Months?	Yes	No
Recommended Action	_____	
Action Taken	_____	
When and By Whom	_____	

Additional Comments:

- Light by library is unsafe - needs to be fixed
- Port-O-Let needs to be ADA compliant
- Signs need to be installed stating speed limit, slow, children at play, etc.
- * It has come to the attention of this committee that there were no permits issued for the pergola and therefore no inspections were ever conducted. It is requested this be done immediately

Attachment C

Office of the Chairman

21 Oak Street
Hartford, CT 06106

Tel: (860) 493-1500
Fax: (860) 247-1361

Web Site: <http://wcc.state.ct.us>



State of Connecticut WORKERS' COMPENSATION COMMISSION

Commissioners

John A. Mastropietro, Chairman
Ernie R. Walker
Charles F. Senich
Michelle D. Truglia
Nancy E. Salerno
Scott A. Barton
Peter Mlynarczyk
Randy L. Cohen
Jodi Murray Gregg
Christine L. Engel
Daniel E. Dilzer
David W. Schoolcraft
Stephen M. Morelli
Thomas J. Mullins
Brenda D. Jannotta
Robert A. D'Andrea

February 26, 2018

Ms. Kelly Weymer
Oxford, Town of
486 Oxford Road
Oxford, CT 06478-1298

Re: **Safety and Health Committee Audit**

Dear Ms. Weymer:

A visit was made to your facility on December 06, 2017 to review your compliance with the safety and health committee regulations.

Administrative Regulations § 31-40v-1-11 of the Connecticut General Statutes require the establishment of a safety and health committee.

As a result of our review it was determined that your facility was in compliance with the safety and health committee regulations. The Workers' Compensation Commission commends your company for establishing a Safety and Health Committee which makes the workplace safer for all employees. If you should have any questions with regard to these regulations, please feel free to contact us at (860) 493-1500.

Very truly yours,

A handwritten signature in black ink, appearing to read "John A. Mastropietro".

John A. Mastropietro
Chairman
JAM: jjj