



Regular Meeting Minutes February 10, 2015

The meeting of the Oxford Safety & Health Committee (OSHC) was called to order at 10:30 AM.

The following members were present: Kelly Weymer, Gordon Gramolini, Margaret West and Jim Hliva. Also in attendance was guest Speaker David Cohen, Safety Program Officer from the State of Connecticut's Worker's Compensation Commission.

4. Guest Speaker

Chairman Weymer welcomed Mr. Cohen and thanked him for taking time to speak with the OSHC. It is the hope of the committee to have a better understanding of the mission of OSHC and to move forward in helping the town become compliant.

Mr. Cohen expressed that his main concern is that everyone goes home with all their fingers and toes. He spoke about the mentality that if someone see's something, they should say something.

Mr. Cohen then reviewed the regulations and requirements of a safety & health committee.

- 50% should be non-management; not all department heads
- A Chairperson is required along with a good representation of the workforce
- A Membership Roster should be posted in all locations ~ Town Hall, Library, Public Works, Senior Center, Police Department
- The committee needs to meet at least quarterly
- The records retention for the committee is three (3) years
- The committee should talk about what they feel are important matters and concerns; there is no specific agenda or 'rule book'. Mr. Cohen stated that if there is an issue, then it should be addressed immediately. It can be very costly if not.
- The minutes of the committee's meetings should contain all of the important dialogue that took place; documentation is key.

Mr. Cohen went on to say that the committee should try to concentrate on having a nice, healthy environment where employees like to come to work. By doing so, it actually saves the town money; injuries lead to higher insurance costs. Being proactive helps reduce and eliminate injuries.

Mr. Cohen also explained that there should be a protocol for angry customers. Also, all occupants (employees and customers) should know how to evacuate the building in an emergency.

Chairman Weymer submitted the OSHC membership list, the 12/10/14 and 1/14/15 meetings minutes, the OSHC Policy Statement, the OSHC Site Inspection List as well as the OSHC agenda format. Mr. Cohen stated all met the regulation requirements.

Secretary Hliva explained that the town is in the beginning phases of our budget process and we have submitted a budget for the OSHC; Mr. Cohen thought this was very innovative.

The committee discussed the differences of the town contacting OSHA versus OSHA coming in to inspect or audit the town. There are no fees if the town contact's OSHA; we just have to fix any problems. If OSHA comes on their own, the town may have fines imposed. It was decided that the committee will conduct site inspections before calling OSHA.

Mr. Cohen explained that the every third Tuesday of the month OSHA conducts round table discussion at the Department of Labor. These are very informative meetings and the committee may want to send some members.

The committee thanked Mr. Cohen for all of his assistance and helpful information.

5. Review Injury Reports

Secretary Hliva explained that approximately 5 weeks ago a cat got into a recycling bin at the Recycling Center. A resident pointed it out to an employee who, at the time, was in the machine consolidating the materials in the bin. The employee got out of the machine and went into the recycling bin to pick up the cat. When doing so, the cat bit the employee's hand. In turn, and out of reflex, the employee tossed the cat back in the recycling bin. The employee went to retrieve the cat once more and the cat re-bit the employee. The employee then tossed the cat out of the recycling bin. The employee went to the hospital and received rabies and tetanus shots. There was no loss of work for the employee, just the time spent at the hospital.

2. Approval of Minutes

MOTION was made by Vice-Chairman Margaret West to approve the 1/14/15 Meeting minutes. This was seconded by Secretary Hliva. All were in favor.

3. Public Comments

None.

6. Other Business

Gordon Gramolini stated that there are sink holes in the Town Hall parking lots and driveway that will need to be addressed. Chairman Kelly Weymer will call and send a letter to the Public Works Foreman requesting that this be done as soon as weather permits.

7. Site Inspections

Vice-Chairman West stated that the Dog Pound needs to be added to our list of town buildings. She suggested that it be made as the first building to inspect. Chairman Weymer asked that all members complete a list of town buildings in order of priority to inspect. At our next meeting we will review the list and formalize a Town Building Site Inspection List for 2015. Town buildings are: Town Hall/Library, Public Works, Senior Center, Police Department and the Dog Pound.

Gordon Gramolini stated that there is an apparent dip in the Town Hall, by the coat racks by the Registrars office. Mr. Gramolini asked if the insurance company has a 'dipping tolerance'. Vice-Chairman West explained that the vault has a similar dip. It was stated that these questions will be asked of the Traveler's Insurance representative that will be attending our March meeting.

Gordon Gramolini also mentioned that the lip/separation in the back walkway needs to be painted once again. Chairman Weymer will send a letter to the Administrative Assistant.

8. Adjournment

MOTION was made by Chairman Weymer to adjourn the meeting at 12:04 PM. This was seconded by Gordon Gramolini. All were in favor.

Respectfully submitted by,



Kelly M. Weymer
Chairman

15 FEB 11 PM 3:47
TOWN CLERK
Gordon Gramolini