



## Meeting Minutes November 9, 2016

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

The following members were present: Chairman Kelly Weymer, Michael Blood, Sharon Trede, Vice-Chairman Margaret West-Mainor.

### **Approval of Minutes**

**MOTION** was made by Vice-Chairman Margaret West-Mainor to approve the 10/12/16 meeting minutes as presented. This was seconded by Sharon Trede. All were in favor.

### **Public Comments**

None.

### **Guest Speaker**

None.

### **Review Injury Reports**

None.

### **Site Inspections**

Chairman Weymer suggested that Sub-Committee Group members touch base with the appropriate personnel/department heads to follow-up on completed inspections.

### **Other Business**

- **CONN OSHA Surprise Inspection Update**

Chairman Weymer stated that the town has not yet received the report from OSHA on the inspection conducted last month. Chairman Weymer and other OSHC members were present when Ms. Burgum discussed her findings on 10/12/16. Chairman Weymer explained that she was very pleased with the outcome of these findings. In her opinion, the majority of the violations were minimal and easy to rectify. She commended the OSHC committee and town employees, especially Public Works, for their continued efforts on maintaining a safe town and safe work environments. Once the report is received, Chairman Weymer will email it to all members.

- **Town Hall Telephone System Concerns**

A letter was sent to the Administration back in September regarding the suggestion of removing the necessity of dialing the #9 when making an outside call from Town Hall. Vice-Chairman West-Mainor thought we may not be able to remove the #9 requirement because of the number of lines in the system. Michael Blood suggested using a different number to help eliminate the 9-1-1 dialing error. Chairman Weymer will review this with the Administration and speak with the Town's phone service.

- **Emergency Situation and Evacuation Procedures**

Chairman Weymer spoke with the architect on recreating the Plan for the Emergency Evacuation or Fire Drill so it could be more easily read. She explained that his fee is approximately \$300.00. Vice-Chairman West-Mainor requested a minimum of four (4) 11"x17" plans, in color and laminated so they can be placed and easily viewed in the hallway. We would only need a few 8 ½" x 11" black and white plans as we can make copies of those.

Sharon Trede pointed out that the evacuation procedures specifically name the First Selectman and janitor. This would not work as they are not in the building during the day. Vice-Chairman West-Mainor stated that we would replace that with Department Heads.

- **Matters As Deemed Necessary**

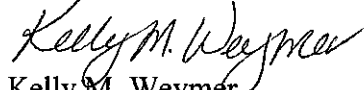
\* Chairman Weymer handed out the 2017 meeting schedule and the revised Building Priority Group Assignment List for inspections. Vice-Chairman West-Mainor suggested that we all do an inspection at our next meeting.

**MOTION** by Vice-Chairman West-Mainor to conduct an inspection of the Animal Shelter and the Center Firehouse/Ambulance for the December 14, 2016 regularly scheduled meeting. This was seconded by Michael Blood. All were in favor. Chairman Weymer will email the members regarding this. It was suggested to conduct an inspection of Riverside Firehouse for the January 2017 meeting. Also, as our meetings are every other month in 2017, we could possibly hold special meetings in between and conduct inspections as a group.

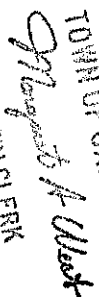
## Adjournment

**MOTION** was made by Vice-Chairman West-Mainor to adjourn the meeting at 10:40AM. This was seconded by Michael Blood. All were in favor.

Respectfully submitted by,



Kelly M. Weymer  
Chairman

16 NOV 15 PM 1:23  
TOWN OF OXFORD, CT  
  
TOWN CLERK