

INSTR # M2015000893
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**Town of Easton
Safety and Health Committee**

**Minutes
December 16, 2015 - Special Meeting
Library Conference Room**

Present: Bernadette Baldino, Chris Barlow, Bruce Bombero, Suzette Bryan, Terry Calgreen, Vicki Cram, Al Doty, Captain Richard Doyle, Selectman Adam Dunsby, Brian Hepp, Martin Ohradan, Chief Timothy Shaw, Gary Simone, John Snyder.

Ryan Wells from CIRMA also attended.

The meeting was called to order at 10:12 a.m. by Bernadette Baldino.

Motion: move to approve the minutes of September 28, 2015 as submitted: Dunsby, Ohradan. Approved. 8-0-6. Barlow, Calgreen, Doty, Hepp, Shaw, Snyder abstained because they did not attend that meeting.

Accident Reports:

Corrective measures have already been taken by the affected departments where applicable.

1. 10-16-2015 – Employee hit head on metal beam in upstairs attic. Bump caps have been made a requirement when going into the attic area.
2. 11-07-2015 – Employee sustained a rotator cuff injury while pulling hose from fire truck.
3. 9-28-2015 through 12-15-2015 – ~60 reports of injury pertaining to a special needs student at one of the schools impacting multiple employees over multiple days and sometimes several times in one day. Vicki Cram will work with Ryan Wells of CIRMA to see how the reporting of such incidents can be streamlined in the future.

Old Business:

Review of walkthroughs that occurred following the September 2015 meeting – Minor items were discovered, discussed and corrected at Library, Animal Shelter, Fire Department, Police Department and Public Works. The Senior Center and the EMS facility will have walkthroughs in March 2016. OSHA self audits have taken place at several facilities. Public Works and Park & Rec garage are scheduled next.

Supervisor's Accident Report – It was suggested that the report be revised to include a section to document evidence (i.e., photos). A sample form will be sent to the committee members in advance of the March meeting when it will be reviewed for adoption. Mr. Wells stated that the form is available online at CIRMA's Website and is editable.

Mr. Wells also mentioned information and testing kits available on CIRMA's Website. In particular, he recommended the Bloodborne Pathogens testing kit which includes an assessment at the end. Employees register for the testing and receive certificates of successful completion.

New Business:

Election of Officers: The following slate of officers for the committee was presented for the 2016 calendar year:

Bernadette Baldino – Chairperson
Martin Ohradan – Vice Chairperson
Suzette Bryan – Secretary

Motion: move to approve the election of officers – B. Baldino as Chairperson; M. Ohradan as Vice Chairperson; S. Bryan as Secretary: Bombero, Simone. Approved. Unanimous.

Mrs. Baldino thanked Mrs. Cram for her term as secretary. Mrs. Cram will remain on the committee representing the Board of Education.

2016 Meeting Calendar:

The following dates were set for 2016 and will be submitted to the Town Clerk for posting.

March 22, 2016

June 16, 2016

September 15, 2016

December 15, 2016

Other New Business:

Mrs. Cram reported safety issues in the parking area for Board of Education employees. Employees of Easton Country Day and The Speech Academy have been parking in the back lot on areas not designated as parking spaces thereby narrowing the access way. Emergency vehicles would have difficulty getting through. Public Works will designate the parking area for Board of Education employees only and will mark the grassy areas as “no parking” areas. Once marked, the Police Department will assist with enforcement.

Mrs. Cram also reported that employees of the Board of Education requested that she mention there has never been hot water available to employees at Central Office for handwashing or dishwashing. This is felt to be a health issue. The water must run for up to 15 minutes to get lukewarm. Public Works will look into this.

ADJOURNMENT

Motion: move to adjourn. Simone/Dunsby. Approved. Unanimous.

The meeting adjourned at 10:55 a.m.

Submitted by Vicki Cram, Secretary