

MINUTES
Safety Committee Meeting
Tuesday March 19, 2013 9:30 AM

1. Call to order and roll call.

Chairman Don Bugbee called the meeting to order at 9:35 am.

Members present: Brian Lorentson (PW), Juan Tirado (OLEMS), Brian Dow (OLVFD), Kathy Hall (TH), Lynn Philomen (Animal Control), Jeff Grundt (CIRMA), Don Bugbee (P&R), Cathy Frank (TH)

Absent: Brett Flynn, OL Police representative

2. Approval of September 25, 2013 Meeting Minutes.

A motion was made by Brian Dow, seconded by Brian Lorentson, to approve the minutes of September 25. Motion passed.

3. Old Business

Don Bugbee introduced new committee members Kathy Hall and Lynn Philomen.

a) Injury Reporting Forms

Committee members were unclear about the status of the internal reporting form. A form on the Town Hall server is believed to be the most current CIRMA form. ***Don will confirm the status of the reporting form with First Selectwoman Bonnie Reemsnyder.***

b) Fire Drills

Don reviewed the procedures established at previous meetings: Town Hall staff will congregate by the flagpole in front of the Meeting Hall and await instruction from the Fire Dept. Drills will be scheduled twice a year. The next Town Hall drill will be unannounced.

Designated Route Maps are still not in place in the Town Hall. ***The route maps are a priority/action item that Don will address with Fire Marshal David Roberge.***

c) Sexual Harassment Training

Town Hall supervisors completed CIRMA training with representative Matt Lipp on December 19, 2012. Don Bugbee distributed completion certificates to participants. Brian Dow and Juan Tirado confirmed that Fire & Ambulance departments are working directly with Matt Lipp to schedule their own training sessions.

d) Posting Requirements for OSHA Notices

Individual departments are responsible for posting the required posters, which should be available through Finance Director Nicole Stajduhar. Brian Dow said the Fire Dept. has not received new posters since the last Safety Meeting. Per the September meeting, ***Don Bugbee will confer with Bonnie Reemsnyder to send a memo to all departments reminding them of OSHA responsibilities. He will also check with Ruth Roach about posting OSHA notices on the Town website.***

e) Reflective gear for EMT personnel

Juan Tirado reported that all paid Ambulance personnel have received reflective clothing. He is working on acquiring the reflective clothing for OLEMS volunteers. OLEMS gear will also be reflective. The Fire Dept, PW and Animal Control all have the required reflective clothing.

f) New Committee Members

previously introduced

g) Award Recognition - Town of Old Lyme

The Town's Safety Committee received a CIRMA Risk Management Award and will be recognized at a breakfast event in May. Jeff Grundt clarified that all Safety Committee members would be welcome to attend. ***Don will confirm event details with Bonnie and share them with the Committee.***

4. New Business

a) Data Sheets for Chemicals

Don reviewed paperwork about an OSHA requirement that physical inventories of chemicals in municipal buildings be maintained with safety information provided in a binder in each building. It appears that the Town has received a price quote from Hazard Compliance LLC to perform the inventory and provide the documentation.

Fire, Ambulance and PW departments are already in compliance, although some updating may be required.

Jeff Grundt from CIRMA said that data sheets provided by manufacturers for each chemical are in the process of being standardized. All manufacturers will begin using the same format by 2016.

In addition to the data sheets, Jeff said OSHA requires an alphabetized index page. The purpose is to make it easy for personnel to locate safety information on a chemical they may come into contact with.

It is unclear if the proposed new budget includes funding for a Hazard Compliance contract. Don will follow up with Bonnie & Nicole.

b) 2013 Safety Committee Meeting Schedule

A motion was made by Cathy Frank, seconded by Brian Lorentson, to schedule the following meetings for the balance of 2013:

Tuesday, June 4 9:30am

Tuesday, September 10 9:30am

Tuesday, December 3 9:30am

Motion passed.

Don will send notice of the schedule to the Town Clerk and to Ruth Roach for posting on the website.

5. Public Comment

None

6. Adjournment

A motion was made by Cathy Frank, seconded by Brian Dow, to adjourn at 10am. Motion passed.

Catherine Frank
March 19, 2013
for the Safety Committee