



CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY
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February 29, 2012

Hon. Bonnie A. Reemsnyder
 First Selectwoman
 Town of Old Lyme
 52 Lyme Street
 Old Lyme, CT 06371

Re: Safety Committee Meeting

Dear Selectman Reemsnyder:

Thank you for the opportunity to participate in your town safety committee on February 21, 2012 held at town hall. This was the first safety committee meeting held since your election as First Selectman. Your objectives in conducting this meeting were to revitalize the committee to meet state requirements and more importantly, to serve as an effective resource to proactively address employee safety and exposure to injury.

The meeting was attended by representatives of the Park and Recreation, Police, EMS and Public Works. I discussed the state requirements for safety committees and provided copies of CIRMA's Best Practices Guide on Establishing and Administering a Safety & Health Committee to all members. We also discussed the duties and functions of the committee, goals and objectives, election of a chairperson, meeting structure and frequency.

Don Bugbee was elected as Committee Chairman. The committee also established a future meeting schedule and I will plan on attending your meetings as my schedule permits.

One of the key functions of the safety committee is to review employee injury trends and identify solutions to prevent these injuries. I provided a summary of Workers' Compensation injuries from 2010-12. During this period there were 4 injuries totaling \$4,904. Two injuries were related to material handling, one laceration and a foot injury. There does not appear to be any specific trend from the most recent injury data. Overall, the town's injury experience has been favorable, which will allow the committee to be proactive in their injury prevention initiatives.

The committee discussed training needs to ensure compliance with OSHA standards and promote safety awareness among town employees. Enclosed you will find a matrix of mandatory OSHA training requirements broken down by municipal department. Committee members and department heads should review this matrix to identify specific training needs. CIRMA offers training resources to assist our members with safety and Risk Management needs.

We discussed the hiring of approximately 40 seasonal employees during the summer months. Typically, these are younger high school or college students whose age group has a significant higher rate of injury. Don Bugbee oversees many of these employees and I will work with him to evaluate job orientation and safety training procedures for these employees.

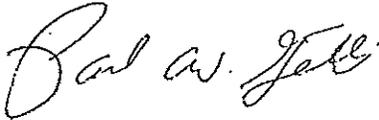


All Connecticut Interlocal Risk Management Agency (CIRMA) inspections and recommendations are purely advisory and intended to assist our members in risk control and safety procedures. The implementation of recommendations made by CIRMA is the sole responsibility of the member. Observations and recommendations of CIRMA are based on practices and conditions observed and information made available to us at the time of our visit, and do not imply or guarantee full compliance with Local, State or Federal regulations that may be applicable to such practices and conditions. These inspections, reports and recommendations do not signify or imply that other hazards do not exist.

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Thank you again for inviting me to meet with the town safety committee. I look forward to working with you and the committee over the forthcoming months to revitalize the town's safety and risk management initiatives. Feel free to contact me anytime if you have questions or if I can assist you with Risk Management issues.

Sincerely,



Paul W. Gills CSP, ALCM, ARM
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CIRMA Risk Management Services
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Enclosure: OSHA Training Matrix

cc: Don Bugbee, Director Parks and Recreation
Marion Chamberlain, CIRMA Senior Underwriter

MINIMUM OSHA TRAINING REQUIREMENTS FOR MUNICIPALITIES AND BOARDS OF EDUCATION

Standard Name	Standard Number	Initial	Change	Annual	General Government Administration	Public Works	Sewer	Parks & Recreation	Police	Fire	Ambulance	Maintenance	Health Dept.	BOE Administration/ Teachers/Classroom Support	Custodians	Food Service	Nurse	Technology & Information Services
Emergency Action Plan	1910.38	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	
Powered Platforms for Building Maintenance	1910.66	X	X*			X						X			X			
Hearing Conservation	1910.95	X		X		X	X	X	X	X	X	X		E	X			
Hazwoper	1910.12	X		X		X				X		X	X		X			
Personal Protective Equipment	1910.132	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Respiratory Protection	1910.134	X	X	X		X	X	X	X	X		X	X	F	X		X	
Permit Required Confined Space Entry	1910.146	X	X	X		X	X			X		X			X			X
Lockout / Tagout	1910.147	X	X	X		X	X			X		X		G	X	X		X
Portable Fire Extinguisher	1910.157	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Powered Industrial Vehicles	1910.178	X	X	3 yr		X	X	X				X		X	X			
Multi-Piece Rims	1910.177	X		A		X												
Telecommunications (Tree Trimming)	1910.268	X		B		X		X				X			X			
Air Contaminants	1910.1000				X		X			X		X	X		X			
Hazard Communication	1910.1200	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bloodborne Pathogens	1910.1030	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Occupational Exposure to Hazardous Chemicals in Laboratories	1910.1450	X	X			**	X						**	X	X			
Signaling	1926.201	X		C		X	X		X	X	X							
Fall Protection	1926.503	X	X			X	X	X		X		X			X			X
Stairways and Ladders	1926.1050	X	X	A		X	X	X	X	X		X		X	X	X	X	X
Trenching / Excavation	1926 Subpart P			D		X	X					X						

A = Periodic assessment of skills required to assure employees maintain level of training

B = If electrical hazards present must be qualified under OSHA 1910.268

C = Must be trained in ANSI D6.1-1971 Manual for Uniform Traffic Control Devices for Streets and Highways

D = Competent person must construct trenching/shoring or oversee the construction of trenching/shoring

E = If noise hazards exceed Action Level (in places such as Tech. Ed. classrooms or shops)

F = If potential for hazardous exposure condition exists, such as when mixing glazes is present (in places such as art departments or classes)

G = If hazardous energy sources are connected to equipment that may need periodic repair or maintenance (in places such as Tech. Ed. classrooms or shops)

* See Standard 1910.66 (Guidelines Advisory Section 10)

** If laboratory and/or laboratory work is performed in-house

NOTE: The information provided in this chart is designed to be used as a guide for municipalities and Boards of Education to assist in developing a comprehensive training program. Training requirements for each job should be determined after careful review of the job duties and hazards associated with each task performed. Additional training requirements may apply.

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