

**Worksite Safety and Health Committee
December 4, 2013**

Present: Rick Audet, William Buckridge, Dave Caroline, Lisa Fasulo, Tom Fitzgerald, Jane Hall, Scott Jeffrey, Maria Lucarelli, Kerry Taylor, Norman Needleman, Keith Nolin, Susan Pire, and Matt Lipp.

Keith Nolin called the meeting to order at 3:24 p.m.

Approval of the Agenda:

Motion was made by Rick Audet to approve the agenda. Susan Pire seconded the motion, it was unanimously approved. Motion carried.

Approval of the Minutes:

Motion was made by Susan Pire to approve the September 11, 2013 minutes. Rick Audet seconded the motion, it was unanimously approved. Motion carried.

Communications and Correspondence: None

New Business:

William Buckridge reported that the weather is anticipated to be bad in 2014, especially in February.

Tom Fitzgerald reported no issues and had nothing new to report.

Susan Pire had nothing to report.

Jane Hall had nothing to report.

Lisa Fasulo had no cases of the flu reported.

Rick Audet had nothing to report.

Matt Lipp from CIRMA was here as the Risk Management Consultant.

Keith Nolin reported there have been boiler backup issues and said for everyone to be aware of carbon monoxide issues. No other safety issues to report.

Dave Caroline reported that he has one employee out on a worker's compensation injury.

Scott Jeffrey reported that he is constantly looking for any safety issues and any possible hazards in the school. He stated that he is making sure on rainy days any water is cleaned up quickly. There have been some minor Playscape issues. He reported the tennis court fence and the net posts have been removed.

Kerry Taylor stated she had no injuries to report. The police department now has a new SUV.

Maria Lucarelli reported that Matt Lipp from CIRMA held a GHS Training in the auditorium on November 8th for all employees including public works, cafeteria workers, and art teachers, and anyone who signed up. The attendance was excellent.

Matt Lipp from CIRMA has scheduled a Risk Transfer and independent Contractor training to be held at the Essex Town Hall on Thursday, March 6th, 2014 from 10:00 – 11:30 in the Auditorium.

**Worksite Safety and Health Committee
December 4, 2013**

Norman Needleman reported that the Town of Essex had an unannounced OSHA inspection. Mr. Needleman reported the lead paint on the windows needed to be addressed.

There was discussion on the fact that the Town Hall has no emergency pull stations. Mr. Needleman requested that the Fire Marshal recommend to the First Selectman the locations for pull stations to be installed.

Matt Lipp discussed implementing an Emergency Evacuation Plan. There was discussion on how people are notified in the building. Mr. Needleman stated that we need to develop a notification system in the building and he suggested this be brought up to the Capital Committee.

There was discussion on a "Make Safe Program". Mr. Lipp stated CIRMA has information on building safety and building security. He suggested Joey Barbera from CIRMA could come to Essex to help come up with a plan on how to best notify people in the building and how to initiate an evacuation without the alarms going off.

Mr. Lipp was working with the Public Works Director and the Maintenance Supervisor on the PPE Certification. The PPE Certification is used to evaluate the work place and to make sure proper Personal Protective Equipment is available to all employees. Mr. Lipp reported that they've assessed the workplace and have recommended the required protective equipment. There were safety glasses available, but not goggles. Matt Lipp scheduled the PPE Evaluation for Monday December 23rd at 8 am where he will be out to train and instruct Town employees.

Tom Fitzgerald reported that he has asbestos training.

2014 Meeting Calendar

Motion was made by Norman Needleman to approve the 2014 Meeting Calendar. David Caroline seconded the motion and it was unanimously approved. All in favor.

Old Business

William Buckridge suggested that in case of a tornado, everyone in the Town Hall Building should go to the hallway on the ground floor in front of the Maintenance Office, down by the Auditorium. That is the safest location in the building during a tornado.

There was discussion on doors at the school and all doors are closed and locked.

Mr. Needleman reported that Region 4 was awarded the School Security Competitive Grant Program. Chester would receive \$5,237, Deep River \$6,715, Essex Elementary \$7,445, John Winthrop \$10,971, and Valley Regional \$6,691.

Motion was made by Norman Needleman to adjourn at 4:01 p.m. Keith Nolin seconded the motion and it was unanimously approved. Motion carried.

Respectfully submitted,
Maria Lucarelli