

Minutes  
Safety Committee  
December 06, 2018

PRESENT: P. Neff, M. Neff, M. Yanus, D. Burnham, A. Finelli, V. DeMaio, B. Potter, J. Heser, L. Noe

The meeting was called to order at 10:003A.M.

Motion to approve the minutes for the September 6, 2018 meeting by DeMaio, seconded by Finelli.  
Unanimously approved.

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**Reviewed Incident Report by Department**

**Re: Police Department**

No reported injuries the past three months. DeMaio discussed that injured employees should not be going to Occ-Med. Employees in the past out on workman's comp were out longer than necessary before returning to work. DeMaio made a motion to end service with Occ-Med. Discussion followed. DPW having issues as well.

Motion to end service with Occ-Med. Seconded by P. Neff. Unanimously approved.

Injured employees will go to Middlesex Hospital Connecticut: Shoreline Medical Center 250 Flat Rock Place, Westbrook or any emergency room. Yanus will discuss with Gwen at CIRMA alternative care centers.

**Re: Department of Public Works**

Two workmen comp issues the past three months. P. Neff reports one employee out on workman's comp. has been out of work for 3 weeks with no diagnosis and only treatment has been physical therapy. Employee's injury is not responding to this treatment. Neff wants to send this employee elsewhere. Yanus to talk to Gwen at CIRMA to get this set up.

DPW prepared for winter weather. Use of safety gear and eyewear is a must for the employees and replacement of one or both is important as well. Neff has process in place for replacement of safety equipment. Employees have been instructed when to turn in the old for new. Maintenance schedules are in place on all equipment and buildings.

**Re: Fire Department**

M. Neff reports all is going well. Training is continuous.

**Re: Park and Recreation**

P & R busy with multiply programs. Potter going for ADA training.

**Re: Human Services (Youth and Family and Social Services)**

L. Noe has joined the staff as the office manager. Laura will be attending our safety committee meetings and will report any safety issues as they come up to the proper departments for assistance. Discussion about security. Noe will also do a walk through the offices to check for safety issues. She reported some of the closets are overflowing with items. Noe will check to see that walkways are free and clear of any obstructions. Noe will check all zip cord use and can contact Fire Marshal with any questions.

**Re: Finance Department:**

- A. Finelli states no reported issues with workman comp claims.

**Re: Fire Marshal**

Heser will be doing a safety inspection of all town buildings over the next few months. Heser reports he is not being contacted by individuals and/or groups that use town properties including use of school buildings/properties which require pre-approval of the Fire Marshal before the event(s) can be held. Heser reviewed some of the hazards such as improper use of zip cords and improper use of space heaters. Heser reminds us that before the start of all meetings and events in our public rooms, the exit locations need to be verbalized to the attendees.

Motion to adjourn at 11:10 A.M. by Finelli seconded by Burnham

All in favor

Respectfully submitted,  
Melanie Yanus, Chairman