

SAFETY COMMITTEE MEETING MINUTES

FEBRUARY 18, 2009

10:00 AM- Town Hall Board Room

Members Present: Carol McDonald, Nancy Pennington, Amy Lynn, Jim Rogers, Roger Carmen, Bill Sweet, Dave Annunziato, Hans Otto, Officer O'Sullivan, Frank Stone, John Howe, Bill Oestmann, Lauren Cerretani, John Hennessey, Cheryl Jones, Mose Saccary, Liz Buckner, Kathleen Holland.

Carol McDonald called the meeting to order at 10:00 am.

Minutes Approval

Minutes from October 29th, 2008 meeting were reviewed and motion for approval made by Cheryl Jones, seconded by Bill Oestmann. All approved unanimously.

Meetings Schedule

Meeting schedule for 2009 was reviewed and approved to meet four (4) times a year. Remaining meeting dates will be May 20th, September 16th, and December 16th.

Accident/Injury Reports

Cheryl Jones presented the accident/injury reports since the last meeting. Suggestions;

1. EMS will provide gurney-lifting training for Police and Fire Departments due to increase in injuries
2. Due to the icy conditions of this winter we had numerous injuries, a suggestion to purchase shoe/boot traction slip ons. John Howe will follow-up.

Hans Otto spoke on accident/injury reporting from the schools. He suggested that someone from the school business office become a member of the committee to present accident/injury reports. Hans will present any reports from the custodians. Carol McDonald will contact the school business office.

Safety Program

Carol McDonald passed out the Safety Program for The Town of New Canaan for all committee members to review and requested any changes be submitted at the next meeting. Cheryl Jones added that review training for supervisors for accident investigation reporting will be scheduled.

Safety Suggestions

1. Valves are leaking from the highway wash tower causing ice to develop on the metal stairs. Bill Oestmann will follow-up.
2. Dave Annunziato expressed concerns about the surface treatment salt being used. It is burning skin and asked for a preventative solution. Mose Saccary will check the chemical content and follow-up.
3. Lauren Cerretani discussed the conditions of the Town Hall outside front stairs. Suggestion for bad weather conditions was to only have the center area between the stair rails open for access and rope off the side areas. The overall condition of the front stairs was discussed. Bill Oestmann will talk to Mike Pastore for his input.
4. Some of the employees from the Public Works Dept. are requesting to have first aid kits installed in the vehicles. Carol McDonald will research on cost and availability.

Kathleen Holland presented for Irwin Park offices;

1. The water temperature has been adjusted to satisfaction.
2. Request for a suggestion box be installed in the offices building
3. A request for sufficient lighting be installed for the employee parking areas
4. Requested an AED be installed in the offices building

Carol McDonald will get in touch with Tiger Mann regarding the lighting issue. And, the AED will be researched.

Training

Bill Oestmann will schedule safety training sessions in OSHA, trench and backhoe procedures for Public Works employees

Carol McDonald will set up CPR and First aid certification training classes.

Search and Rescue training was discussed. Training will be scheduled during work hours. Lauren Cerretani will follow-up.

New/Old Business

Scheduling of Fire Drills was discussed. Carol McDonald will speak with Fire Marshal Fred Baker to set this up.

Meeting adjourned at 10:50 AM.

Submitted by,

Lauren Cerretani, Secretary