

**TOWN of BEACON FALLS SAFETY COMMITTEE
MEETING MINUTES
October 11, 2017
(Draft Copy – Subject to Revision)**

1. CALL TO ORDER

Chairman Rob Pruzinsky called the meeting of the Town of Beacon Falls Safety Committee to order at 10:01 A.M.

2. ROLL CALL: MEMBERS PRESENT: MEMBERS ABSENT:

PRESENT: Chairman R. Pruzinsky; First Selectman C. Bielik; P. Colon (Custodian); T. Carey (Treatment Plant); E. Rodriguez (Police Dept); R. Egan (Park & Rec); L. Greene (Town Clerk); A. Enquist (Library)

ALSO PRESENT: Chris McInnis, McInnis, Inc. HR firm

ABSENT: J. Baldwin (Building Inspector); P. Betkoski, M. Krenesky (Selectmen); J. Gracy (Public Works); S. Mis (Town Nurse); E. Dionne (Senior Center);

3. REVIEW AND APPROVAL OF ANY MINUTES

Motion to accept minutes from the July 5, 2017 meeting: Rodriguez/Egan; no discussion; all aye. L. Greene and A. Enquist abstained as they did not attend the July 5, 2017 meeting.

4. COMMENTS FROM THE PUBLIC - none

5. CORRESPONDENCE - none

6. OLD BUSINESS

A. Confined Space Training

ACTION: E. Rodriguez will follow up by looking into what CIRMA offers.

C. Bielik suggested that he would like this training completed by the end of the year. R. Pruzinsky commented it may be hard to schedule once winter hits and the crew needs to plow snow.

7. NEW BUSINESS

A. Introduction of new HR Firm

Chris McInnis of McInnis, Inc has partnered with the town to provide Human Resources services. C. Bielik welcomed him. C. McInnis explained that his firm is reviewing position descriptions, personnel files, training protocols, and policy manuals to ensure they are following prescribed guidelines. After their evaluation the First Selectman will have their report will by COB Friday October 20 . The HR firm, McInnis, Inc., will serve an oversight function to lift the burden of handling benefits from the finance office.

B. Revised Health and Safety Policy

Signed by First Selectman and distributed to attendees and all departments as well as posting to the employee bulletin board in the town hall.

C. Any Incidents

C. Bielik reported on the incident of a fall on October 5 in the Registrar's Office. He completed an incident report but noticed the correct form was not available on the website.

C. McInnis asked if this had been reported to the Town Nurse; no it had not.

ACTION: C. Bielik will report the incident to the Town Nurse and ask for a better incident report form.

L. Greene noted that any incident report needs to be filed in the Town clerk's office.

C. McInnis explained that the HR firm will replace the current system of reporting with a new protocol.

D. Forms

A better accident incident form needs to be available.

E. Training for any Department

C. Bielik suggested that all employees take Sexual Harassment Prevention training.

E. Rodriguez recommended that this training should be done in person or online and that all training records be online to verify that employees have taken it and when.

C. McInnis commented that this training is available online via a 2.5 hour video and employees can sign off via e-signature that they've taken it. He recommended that managers take it in person. C. Bielik would like this training completed by the end of October.

T. Carey requested CPR training for his department. E. Rodriguez indicated that Beacon Hose personnel can provide that training.

ACTION: E. Rodriguez will give available OSHA training dates to T. Carey.

P. Colon noted that employees who took the blood borne pathogen training in May have not received certificates of completion. E. Rodriguez suggested keeping track of employee training online and that some training is required annually. C. Bielik suggested notifying the employee automatically when they are due for training.

F. Set meeting dates for 2018 - quarterly, on the second Wednesday of the month: January 10, April 11, July 11 and October 10

8. COMMENTS FROM THE PUBLIC - none

9. ADJOURNMENT

Motion to adjourn the meeting at 10:26 A.M.: **Bielik/Egan**; *no discussion*; all aye.

The next Safety Committee meeting is scheduled for **Wednesday, January 10, 2018 at 10 AM** in the Town Hall Assembly Room.

Respectfully submitted by

Martha Melville
Clerk