

Minutes
Employee Safety Committee
April 8, 2015
Newtown Municipal Center

In attendance: Bill Halstead, Carole Ross and George Tamarro

Mrs. Ross opened the meeting at 10:00am.

Old Business: None

Review of injury reports: A review of the injury reports took place with 5 reported in the 1st quarter. These involved 3 sprains, a contusion to the head and a dog bite. This is significantly less than prior years in the same quarter.

Training: No discussion

Building Inspections: Town Buildings will be inspected later on in the summer.

New Business: A discussion took place regarding the safety committee subcommittee for the Municipal Center which was formed due to internal concerns a few months back.

The items on their report (attached) involve upgrades to door locks, cameras and panic buttons. Mrs. Ross will find out if this has been addressed by IT or Public Works and included in any budget.

Mr. Tamarro let the committee know that new videos would be available dealing with slips and falls and also workplace violence. We may want to also have speakers come in for the employees again dealing with these issues.

The next meeting will be held on July 1st, 2015.

Meeting adjourned at 10:35 am.

Carole Ross
chairman

Safety Planning for Municipal Center – Summer of 2014 to present

Subcommittee: Bill Halstead, Carol Mahoney, Joe Rios, Al Miles, Meg Reilly, Mark Pompano, Maureen Will, Donna Culbert

Need to Enhance and then train and exercise the use of the existing Building Communication systems:

- Phone System – Intercom, Audio and Visual
- Panic buttons

Need to Harden Building Safety

- Doors
- Cameras

Refine and Practice Procedures

- Fire Drill/ Evacuation Drill
- Lockdown
- Future Training:
 - Building-wide Intercom use only in emergencies
 - Suggested staff trainings: Possibly CIRMA: Dealing with Difficult People; Customer Service. Possibly Rich Robinson: Legal Aspects: Threatening, Imminent Harm, trespassing

Hard Costs (estimates attached):

Door Locks:	5,676.00
Upgrade Cameras:	9,079.00
Additional surveillance	15,088.99
Panic Buttons:	<u>7,920.00</u>
TOTAL	\$ 37,764.00

Bob Tait suggested costs be included in Fred Hurley's budget since they are building related.

Fire Drill – decide interval (quarterly, semi-annually, annually, other) and coordinate with Fire Marshal.