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2022 SEP -7 A 9:42
J.P. Asst
HEBRON TOWN CLERK

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE
Thursday, September 15, 2022
Virtual Regular Meeting - 2:00 p.m.

Health and Safety Committee Meeting
Thursday, September 15, 2022 2:00 PM PM (EDT)

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AGENDA

1. Call to Order
2. Attendance/Roll Call
3. Review/Acceptance of Meeting Minutes:
 - a. February 10, 2022 Regular Meeting
 - b. June 30, 2022 Special Meeting
4. Review Injury/Incident Reports (June 30, 2022 - present)
5. Department Reports
 - a. Fire – Thurz
 - b. Police – Reed
 - c. Library - Sullivan
 - d. Senior Center – Garrard
 - e. Public Works – Gazdzicki
 - f. Parks & Recreation - Santos
 - g. Town Office Building - Lanza
 - h. Horton House - Caisse
6. Old Business
 - a. State of Connecticut Safety and Health Committee Audit
 - b. COVID-19 Pandemic Update
 - c. Facility Assessments
 - d. Bomb Threat Policy
 - e. Lock Down Policy for Public Buildings
 - f. Building Security Measures
 - g. Wellness Committee Update
 - h. Training: Fire Extinguishers, CPR/Defib and BBP
 - i. Any Other Old Business
7. New Business
 - a. Any New Suggestions
 - b. Any Other New Business
8. Next Meeting: November 10, 2022
9. Adjournment

CHECK FIRE EXTINGUISHERS, DEFIBRILLATORS AND SUGGESTION ENVELOPES!!

Minutes Approved on _____
With Corrections
Clerk Initial _____ Date _____

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE

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Thursday, February 10, 2022 – Virtual Meeting

Members present: Donna Lanza, Frank Gazdzicki, Sharon Garrard, David Thurz and Erica Santos

2022 FEB 14 A 11:51
S. Santos
HEBRON TOWN CLERK

D. Lanza called the meeting to order at 2:08 p.m.

Review/Acceptance of Meeting Minutes:

A motion was made by D. Thurz to accept the meeting minutes of November 18, 2021 with the following corrections: add A. Tierney to the Members Present, under Department Reports Senior Center was present but had nothing to report. Seconded by D. Lanza. Motion passed unanimously.

Review Injury/Incident Reports (November 18, 2021 to present):

November 18, 2021 Public Works Department employee injured right heel during a fall on stairs.

January 28, 2022 Fire Department personnel injured back and right arm from a fall on icy steps during an ambulance call.

Department Reports:

Fire Department – Nothing to report

Police – No representative at meeting; no report.

Library – No representative at meeting; no report.

Senior Center – All is well. Fire Marshal will be conducting a building safety check as part of grant application process.

Public Works – Nothing to report.

Parks and Recreation – Nothing to report.

Town Office Building - Nothing to report.

Horton House – No representative at meeting; no report.

Old Business:

COVID-19 Pandemic Update: D. Lanza reported continue to provide PPE for all departments and have a supply of COVID tests for employees. BOS will be reviewing the Emergency Declaration and masking requirements for public buildings.

Facility/assessment – No action - continue item on agenda.

Bomb Threat Policy and Lockdown Policy for Public Buildings – Draft policy has been provided by the Resident State Trooper. Need Resident Trooper/Police input to proceed. Continue item on the agenda.

Building Security Measures: D. Lanza reported continuing to work on security measures for all Town buildings and will be requesting additional funding in the FY 22-23 CIP budget.

Wellness Committee Update: D. Lanza reported that the Region # 8 Health Insurance Consortium Wellness Committee would welcome representation from Hebron on the Committee if there were any volunteers.

Training: Fire Extinguishers, CPR/Defib and BBP: D. Thurz reported plans to resume in-person training in March/April. Will be performing fire extinguisher training for Library staff on March 7. D. Lanza suggests D. Thurz contact P. Bancroft for possible use of the digital fire extinguisher training system.

D. Thurz stated that McNeil has good online training on BBP. E. Santos will connect with D. Thurz regarding P & R staff training.

New Business:

Annual OSHA Reporting: D. Lanza presented the OSHA 300 A reports for all Town Departments reflecting significant injuries with days away from work and restricted duty during the calendar year 2021. Reports have been posted as required in each department.

Approve 2022 Meeting Schedule: Sharon Garrard moved, second by David Thurz, to approve the 2022 Meeting Schedule as presented: February 10, May 12, September 15, November 10, 2022 and February 9, 2023 at 2:00 p.m. virtual or location to be determined. The motion passed unanimously.

Any New Suggestions: No suggestions.

Adjournment: The meeting adjourned at 2:29 p.m.

Respectfully submitted,

Donna Lanza

TOWN OF HEBRON
HEALTH AND SAFETY COMMITTEE
Thursday, June 30, 2022 – Virtual Meeting

Members present: Donna Lanza, Sharon Garrard, Louise Caisse, Peter Starkel

D. Lanza called the meeting to order at 2:06 p.m. Informal meeting due to no quorum.

Review/Acceptance of Meeting Minutes: Tabled

Review Injury/Incident Reports (February 10, 2022 to present): No injuries to report.

Department Reports:

Fire Department – Nothing to report

Police – No representative at meeting; no report.

Library – No representative at meeting; no report.

Senior Center – All is well.

Public Works – No representative at meeting; no report.

Parks and Recreation – No representative at meeting; no report.

Town Office Building - Nothing to report.

Horton House: L. Caisse asked about status of the repair to the sidewalk leading from parking lot to the Horton House. D. Lanza responded she will follow up with Willie Bell to determine status. L. Caisse asked about status of concrete floor for the Horton House basement. D Lanza responded she will follow up with Willie Bell to determine status. L. Caisse expressed concern about the over-grown garden beds around the Horton House and lack of maintenance, there is poison ivy and invasives.

Old Business:

COVID-19 Pandemic Update: D. Lanza reported continue to provide PPE for all departments. Most Boards and Commissions continue to meet virtually.

Facility Assessment – Continue on agenda. Town will be conducting a Facility Study of all town buildings.

Bomb Threat Policy and Lockdown Policy for Public Buildings – Tabled – Need Resident State Trooper input.

Building Security Measures: D. Lanza reported continuing to work on security measures for all Town buildings and additional funding has been request from the town's ARPA funding allocation.

Wellness Committee Update: Nothing to report.

Training: Fire Extinguishers, CPR/Defib and BBP: D. Lanza reported that P & R has been doing required training for new park staff coming on board for camps. P. Starkel stated the FD did fire extinguisher training with Library staff in the spring and are available for any need training.

New Business:

S. Garrard asked about shelter for dial-a-ride busses in the plans for the new DPW facility. D. Lanza replied that she should speak with A. Tierney regarding that request. S. Garrard asked about the status of the EV charging station for the Senior Center. D. Lanza responded that there are plans to install the replacement EV charging stations with ARPA funds.

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Any New Suggestions: No suggestions.

Adjournment: The meeting adjourned at 2:18 p.m.

Respectfully submitted,

Donna Lanza

Office of the Chairman
Workers' Compensation Commission

Capitol Place, 4th Floor Suites
21 Oak Street
Hartford, CT 06106

Tel: (860) 493-1500
Fax: (860) 247-1361

Web Site: <http://wcc.state.ct.us>



State of Connecticut
**WORKERS' COMPENSATION
COMMISSION**

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August 1, 2022

Ms. Donna Lanza
Town of Hebron
15 Gilead Street
Hebron, CT 06248

Re: **Safety and Health Committee Audit**

Dear Ms. Lanza:

A visit was made to your facility on May 19, 2022 to review your compliance with the safety and health committee regulations.

Administrative Regulations § 31-40v-1-11 of the Connecticut General Statutes require the establishment of a safety and health committee.

As a result of our review it was determined that your facility was in compliance with the safety and health committee regulations. The Workers' Compensation Commission commends your company for establishing a Safety and Health Committee which makes the workplace safer for all employees. If you should have any questions with regard to these regulations, please feel free to contact us at (860) 493-1500.

Very truly yours,

Stephen M. Morelli
Chairman
SMM: jjj