

**Connecticut Department of Environmental Protection
Health and Safety Committee Meeting
Draft Minutes of the April 16, 2008 Meeting
Kellogg Environmental Center & Osborne Homestead Museum**

Present: Steve Anderson, Steve Bailey, Dan Biron, John Byron, John Gardiner, Chris Gerke, Bill Gerrish, Paul Hassler, Carey Hurlburt, Tracy Lizotte, Sonya Mathis, Michael McDaniel, Andrea Petsa, Jill Scheibenflug, Terri Schnoor, Peter Simpson and Isaiah White

Bill Gerrish called the Health and Safety Committee Meeting to order at 9:16 am.

1. Minutes

John Gardiner made a motion to accept the minutes from the February 27, 2008 meeting. Tracy Lizotte seconded the motion. All were in favor, none opposed.

2. Accident Report Summary

John Gardiner presented a summary of injury reports for the first quarter of the year. John reported a slight increase in injuries for the year and most are due to slips, trips and falls. John stated that it is very important for seasonal employees to attend orientation and training. The committee discussed the findings and expressed concern for tick safety. Bill Gerrish stated that tick repellent is available via the intranet. It is important to follow the instructions when using the repellent.

3. Safety Glasses

Bill Gerrish reported that the past vendor is no longer in business. A new vendor has been found and the necessary paperwork for a new vendor has been submitted for approval. The vendor will be able to supply the glasses with a fast turnaround time once approved. Bill stated that the vendor is local and can supply other safety equipment. He will request vendor catalogs for distribution to staff by bureau.

4. Training Status for 2008 Winter Season

John Gardiner reported that there will be upcoming Metro-North training at Sessions Woods and Quinbaug, Fire Coordinators meeting on April 18th, Seasonal Orientation and Driving Safety training in Old Lyme and Bloodborne Pathogens in Hartford. Additional Metro-North and Amtrak training will be offered in June. John stated that CONN-OSHA will offer Fork Truck training for certification on June 18th. Mike Hennigan will be retiring and a new Driving Safety Trainer is needed.

5. Re-supplying First Aid Kits

Bill Gerrish reported he has not heard from anyone requesting supplies for kits. Jill Scheibenflug stated parks need kits but Sarah Battistini is not approved to order them. Bill will speak with Sarah. Bill will review how kits are supplied and perhaps we can mass order. The committee discussed concerns regarding kits. Bill asked everyone to come up with a list of needs and email the information to him. Bill and John will review the information and present their findings at the next meeting to be recommended to management. Bill Gerrish made a motion to proceed with looking at bulk ordering first aid kit supplies. Terri Schnoor seconded the motion. All were in favor, none opposed.

6. First Aid and CPR Training

John Gardiner reported Jill Scheibenflug, Matt Quinn and Sarah Battistini has been providing training. Additional training at the Ct. Fire Academy can be arranged if needed.

7. *Fire Coordinator for 6th Floor*

Bill Gerrish reported the current coordinator would continue with duties. John Gardiner expressed an ongoing need for additional help with the 6th floor but no one has responded to his email. John will try at the Bureau Chief level to get help.

8. *Training and Division Coordinators posted on the Health & Safety Website*

Bill Gerrish reported that Sonya Mathis is the go to person for changes needed on the Intranet for the Health & Safety site. Bill said a list of all classes in the database is available by request. A copy of the list will be sent to supervisors for review and when it is determined that specific training is needed inform the Health & Safety office.

9. *Railroad Safety Training*

Discussed earlier under Training Status for 2008 Winter Season.

10. *Other business matters*

- The committee discussed the Hepatitis B vaccine and clarified that it is offered to seasonal employees.
- Needles must be properly disposed of in a Sharpes container.
- The committee discussed the Medical Monitoring program. Tracy Lizotte suggested training for supervisors regarding the requirements for the Medical Monitoring program. John Gardiner stated that the 10-hour OSHA training program may help.

11. *Next Meeting*

The next meeting will be July 16, 2008 at Marine Headquarters in Old Lyme from 9-12pm.

12. *Adjourn*

John Gardiner made a motion to adjourn. Tracy Lizotte seconded the motion. All were in favor, none opposed.