

**Connecticut Department of Environmental Protection
Health and Safety Committee Meeting
Minutes of the October 21, 2009 Meeting
Franklin Wildlife Management Area**

Present: Steve Anderson, Steve Bailey, Sarah Battistini, Dan Biron, John Gardiner, Chris Gerke, Bill Gerrish, Jonathan Goldman, Mike Mangiafico, Sonya Mathis, Richard Miska, Terri Schnoor and Mary Sherwin

Bill Gerrish called the Health and Safety Committee meeting to order at 9:45 AM.

1. Minutes

John Gardiner noted a correction to item four of minutes for August 12, 2009 meeting: delete binder because it does not exist. Bill Gerrish stated that DEP policy states employees cannot enter a confined space. Terri Schnoor stated there is an exception if an employee is working in a confined space for an outside company and has the Health & Safety office approval. Steve Bailey made a motion to accept the minutes from the August 12, 2009 meeting with the noted corrections. John Gardiner seconded the motion. All were in favor to accept the proposed minutes with corrections, none opposed.

2. Accident Report Summary

John Gardiner presented the attached incident injury report for the 3rd quarter of 2009. The agency injury/incident rate shows a slight increase with severity up about 32% compared to last year. There was much discussion regarding why the increase. Bill Gerrish stated it appears to be a lack of training and lack of supervisory enforcement of safety procedures. John Gardiner stated staff must have necessary job training if rumored job bumping occurs. Richard Miska stated he does not know the impact of bumping but he is concerned about job skills and training for the safety of all employees.

3. Old Business Items

Winter Safety Training

John Gardiner is planning mandatory training. Metro North can be offered but because of cuts in staff they request notification of a job and they will do on-site training as needed. John stated Metro North on-site training will not work for DEP staff. He will continue to work with Metro North to provide training at DEP. Dan Biron stated Metro North provides training for DOT staff at the Newington location and DEP staff may be able to participate. Dan will get contact information to John. John said winter training include electrical safety, hazwoper, hazardous waste and fire extinguisher. There was discussion regarding the requirements for 8-hour hazwoper refresher training. Dan clarified 8-hour refresher training is required for those who need to keep their 40-hazwoper certification active for current job duties. He stated employees will not lose certification if an annual refresher is not taken but certification will be inactive until required annual 8-hour refresher training is completed. Once the refresher is completed certification becomes active. The 8-hour refresher training is not necessary if you do not have 40-hour hazwoper certification. Sonya Mathis stated First Aid and CPR classes are currently available.

AED Update

Steve Anderson reported the P-4 union council Health & Safety committee said the proposal is a top priority and will be presented at the next meeting. Steve also resent the package to a new contact because the original contact has retired.

LEAN Project

Bill Gerrish stated all members of the LEAN team now have read-only access to the training database. Committee members wanting read-only access to the database should email a request to Sonya. The project will focus on Training, Water Testing and Safety Plans. Bill stated the LEAN team has representation of staff and outsiders committed to employee safety. A survey was sent out to directors, managers and safety committee members but only eight responded. Six of the responses were from

committee members. It was sent again and fifteen responses were received. The number of responses submitted indicates a need to heighten the agency commitment to health and safety. Bill reviewed the LEAN team plan for the week and goals.

Web Page Information

Bill Gerrish stated the Health & Safety web page information is updated on an ongoing basis. The Safety Committee Membership list needs to be updated. Bill has a list of people that need to be removed and new members to be added.

Video Library

Bill Gerrish distributed a list of training videos available for staff. The videos are available through the Health and Safety office. Bill stated the library will be updated and expanded.

4. *New Business*

- Terri Schnoor suggested Ice and Cold Water Safety training be offered during winter training. Steve Anderson request Fall Protection and specifically stack and elevator training by a vendor.
- Bill Gerrish received a request from Wildlife that we change our meeting time to the fourth Wednesday. Everyone in attendance agreed to a change to the fourth Wednesday beginning with the January meeting. There was discussion about the meeting location. It was decided that meetings will continue to be held at various locations.

5. *Next Meeting*

The next meeting will be January 27, 2010 at the DEP Hartford office from 9:30-12:30 PM.

6. *Adjourn*

Steve Bailey made a motion to adjourn. Steve Anderson seconded the motion. All were in favor, none opposed.