

**Connecticut Department of Environmental Protection  
Health and Safety Committee Meeting  
Minutes of the October 26<sup>th</sup>, 2010 Meeting  
Sessions Woods State Park**

*Present: Steve Bailey, Sarah Battistini, Kristen Bellantuono, Thomas Botti, John Byron, John Gardiner, Chris Gerke, Bill Gerrish, Jonathan Goldman, Joanne Kelley, Andrea Lane, Nicole Lugli, Tim Marsh, Mike Mangiafico, Richard Miska, Peggy Sargis, Jill Scheibenpflug, Terri Schnoor, Dave Stokes, Jim Warner*

**1. Injury and Illness Report**

John Gardiner reported that accidents have decreased since last year. This trend can continue if more managers are involved in training their employees prior to beginning work tasks.

**2. AED Update**

Colleen Able sent out a reminder in the form of an appointment in Outlook to all of the AED Contacts to complete the required monthly maintenance checks. The software update has been completed on the 9 original AED units (3 at Hartford Office, West Hartford Warehouse, Windsor Air Lab, Marine Headquarters, Sessions Woods, Quinebaug Hatchery and Eastern District Headquarters). New electrode pads have been ordered because many expire in February 2011. It has been suggested that a second AED trainer is purchased due to the large number of CPR trainings that are held each year.

**3. Intranet Web Pages**

The Safety Office would like to request help from Committee Members to submit suggestions or new ideas to make our section of the intranet more user-friendly and visually appealing.

**4. LEAN Update**

An overview of the new Learning Management System (LMS) will be given to upper management on November 8<sup>th</sup>. After this meeting, the Safety Office will request each Bureau to identify a Registrar who will be responsible for signing their employees up for training classes. Registrars need to be named by the end of December.

On December 6<sup>th</sup> there will be a LEAN Open House on the 5<sup>th</sup> floor of the Hartford office. This will compile all 23 teams and present what has been accomplished as a result of the LEAN efforts through media such as posters and brochures.

**a. JHA's**

Many of the JHA presentations have been scheduled with reasonable deadlines to return the forms to either the Safety Office or the Advisory Board. The goal is to complete this process for all areas except Parks by the end of the year. After this portion is done, training goals can begin to be planned for 2011. Any exceedingly

dangerous tasks will be stopped immediately to ensure the safety of all employees until a new procedure has been put in place for these activities.

#### **5. Safety Committee Members Update**

It is important to the Safety Office and to the safety of all employees that there is a good representation of the numerous Bureau's and Divisions that compile DEP at each Safety Committee Meeting. An updated list of active members has been put on the Intranet.

#### **6. Water Testing**

DPH has enacted a new Drinking Water Rule and John Gardiner has requested that a training class be held to help explain the changes. The Safety Office needs help from IT to electronically transfer information to DPH. Tom will follow up with Bernie regarding this. Bill Evans is trying to get all the sampling to be done by the sites themselves.

#### **7. Other Topics**

Jill Scheibenpflug discussed a recent problem with the CBYD system that came up at her park. CBYD does not identify State Park underground utilities since these areas are considered private land, although owned by the state. This problem will be brought to the Advisory Board who will discuss if all state property needs to be properly mapped out to ensure that no lines of any type are hit during underground digging. A policy should be written for DEP property and Park Manager's need to be involved.

The Windsor Air lab has recently added an Emergency Shower at their facility.

DPW is adding an addition to their facility to save from having to bring the existing building up to code.

Tom Botti gave an overview of the findings from when the Fire Marshall inspected 79 Elm Street. As a reminder, extension cords are not to be used long-term. He suggested moving your computer or ordering a longer computer power cord to eliminate the use of extension cords. Black outlets are supposed to be surge reducers so power strips are also not needed. Additionally, there is a problem with the staircase to the stage in the Phoenix Auditorium which needs to be followed up with Shane Mulready, building manager.

Forestry is working on eliminating a trip hazard from the metal grates in front of the Hartford office building.

#### **8. Next Meeting**

The next meeting will be held January 25<sup>th</sup> in the Russell Hearing Room in the Hartford Office from 9:30 – 12pm.