

**Town of Seymour
Public Works PPE Policy Committee**

Minutes

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DATE: 2/16/12
TIME: 6:45 pm
TOWN CLERK'S OFFICE

**Special Meeting
Monday, February 13, 2012 at 6:30pm
Public Works Facility**

Members Present: Phil Wilhelmy, Mike Labon, Wayne Finkle, Craig Stevens, Dennis Rozum and Bob Koskelowski, Jr.

Others Present: Sean Walsh

Call Meeting to order

The Chairman of PPE, Phil Wilhelmy, called the meeting to order at 6:30pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3– Approve minutes of first meeting on February 9, 2012

Motion to accept the minutes of February 9, 2012.

Motion: Mike Labon

Second: Wayne Finkle

Yes: 6

No: 0

1: Abstain (Phil Wilhelmy)

Item #4 – PPE Policy discussion

Discussed personal protective policy and found there is no current, formal policy in effect. A recent OSHA training seminar helped to discover a proper policy was not in place.

Commission worked towards the goals established in mission statement

- Establish what current town employees hold valid pesticide license.
- The individual holding this license will be responsible for dispensing pesticides.
- This individual will require a sign-off sheet for transfer of custody requiring both parties signatures.

Phil Wilhelmy asked Bob Koskelowski, Jr. if he could find or establish a preliminary sign-off sheet/check list for the transfer of custody and proper personal protective equipment and understanding. This form must also have language that the license holder acknowledges that the individual understands the information given.

Bob Koskelowski, Jr. supplied the Commission with a form out of the CT DEP Operator Training Manual.

The Commission worked on establishing a protocol for compliance. The commission needs to come up with a policy for policing usage such as spot-checks of safe usage and compliance of paperwork.

Item #7 – Adjournment

Motion to adjourn

Motion: Craig Stevens

Second: Bob Koskelowski, Jr.

Yes: 6

No: 0

0: Abstain

Meeting was adjourned at 6:59pm.

Submitted by:

Sean Walsh
Board of Public Works