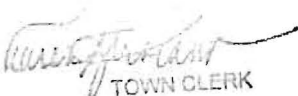


**TOWN OF STAFFORD
SAFETY COMMITTEE MEETING MINUTES
WEDNESDAY DECEMBER 6, 2017
8:30am**

RECEIVED
STAFFORD, CT
2017 DEC 13 A 11:07

TOWN CLERK

Members present: Bruce Davis, Facilities Maintenance
Tom Duncan, Police Lieutenant
Damian Frassinelli, Athletic Director
Rick Hartenstein, Superintendent, WPCF
Laura Murray, Office Assistant
Amber Wakley, Marketing/Grant Writer
Rick Zulick, Director of Public Works

Also present: Mary Mitta, First Selectman
Chris Wardrop, USI Insurance Representative

Index:

1. Call to Order and establish a quorum
2. Approve minutes from the September 12, 2017 Special Meeting
3. Discussion:
 - Travelers building walk through plans
 - The financial impact to the number of days regarding occupational injuries
 - Winter condition awareness
 - Topics for the next meeting and set dates
 - Open forum
4. Adjournment

Call to order:

The meeting was called to order and a quorum was established.
Reviewed minutes from September 12, 2017 Special Meeting.
Damian Frassinelli made a motion to approve the minutes, seconded by Rick Hartenstein. All in favor.
Motion passes

Discussion:

Travelers building walk through plans.
Vince Sullivan works with Travelers. He performs a voluntary walk through for businesses to identify any safety issues that might be considered by OSHA as a discrepancy needing to be resolved. Deciding to have Vince Sullivan do a walk through will enable the Town Hall or any other Town building in Stafford to have safety issues identified.

Financial impact to the number of days regarding occupational injuries.
Employee safety and Workers Compensation. Lag Time is the time between when a person is injured to the time the Insurance Company receives the claim. Travelers Insurance Company has identified 0-3

days as the best number of Lag Days for a business to strive for. When a business reports any on the job injuries within three days that company's Workers Compensation amounts will be lower as stated by Chris Wardrop of USI Insurance. How departments are able to handle the notification to the insurance company once an injury occurs will control the amount of Lag Time. Policies should also be in place to investigate why an injury occurred and what can be done to prevent those injuries.

Winter condition awareness.

The condition of footwear and the effect it can have on preventing injuries. Specifically slip and fall injuries being prevented by replacing worn footwear.

Topics for the next meeting and the setting of dates and times for future meetings. Including an employee from the schools could be beneficial as far as discussion regarding the schools and how injury claims are reported.

Discussing the proper procedures when completing tasks specifically relating to those performed during the winter months.

Co-chairs to be appointed

The dates and times for future meetings were agreed upon as follows:

The first Wednesday of the month on a quarterly basis

March 7, 2018 June 6, 2018 September 5, 2018 December 5, 2018

All meetings will be held at 8:30am in the Veterans' Meeting Room at the Town Hall

Open Forum.

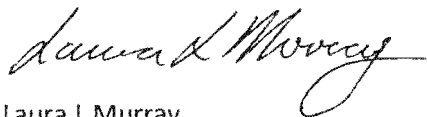
Challenges to meet regulatory requirements. If there are life safety issues to investigate. The efficiency of reporting for departments regarding OSHA requirements.

It would be beneficial for departments to schedule regular meetings to discuss OSHA Safety requirements. Also, the possibility of having someone dedicated to reviewing departments in regards to safety.

Adjournment:

Rick Hartenstein made a motion to adjourn, seconded by Bruce Davis. All in favor, motion passes. Meeting was adjourned at 9:56am.

Respectfully Submitted,



Laura L Murray
Recording Secretary