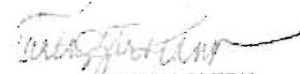


TOWN OF STAFFORD
SAFETY COMMITTEE SPECIAL MEETING MINUTES
WEDNESDAY MARCH 21, 2018
8:30AM

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Members present: Bruce Davis, Facilities Maintenance
Tom Duncan, Police Lieutenant
Rick Zulick, Director of Public Works
Amber Wakley, Marketing/Grant Writer
Laura Murray, BZH Office Manager


TOWN CLERK

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

Index:

1. Call to order and establish a quorum.
2. Public comment
3. Approve minutes from the December 6, 2017 meeting.
4. Appointment of Chair for Safety Committee.
5. Spring season injury prevention
6. Inclusion of a school employee
7. Topics for the next meeting
8. Adjournment

Call to order and establish a quorum

The meeting was called to order and a quorum was established.
Reviewed minutes from December 6, 2017 meeting.
Bruce Davis made a motion to approve the minutes, seconded by Rick Zulick. All in favor,
Motion to approve the minutes passes.

Public comment

No one from the public in attendance

Appointment of Chair

Bruce Davis nominated Rick Hartenstein, Amber Wakley seconded the nomination. All in favor.
Rick Hartenstein appointed as Chair.

Spring injury prevention

The clearing of roadways and other town maintained areas of limbs and debris in regards to the precautions being taken to prevent injury. The use of chainsaws for cleanup purposes are necessary and the wearing of chaps by employees to prevent possible injury.

The clearing of snow from large trucks and equipment is required and injury from a slip and fall is always a possibility. Precautions are emphasized when working in snow/ice conditions.

A slip and fall incident that occurred and was reported. The incident was investigated and the reason was determined to be worn soles on the boots. The footwear was immediately replaced to prevent possible future incidents.

A twisted ankle due to a fall when clearing brush and debris from the road after a storm. It was reported and the employee returned to work.

Spring injury prevention (cont.)

Possible for future agendas, an incident review, to keep a record of any incidents that have occurred during the quarter; result of investigation; any preventative measures that could've been utilized.

Per Chris Wardrop of USI Insurance stated that filing injuries with the insurance company should never be held off. Prompt filing of incident reports are necessary. A centralized person being responsible for filing incident reports would be most efficient. If said person happens to be absent, the reporting would be the responsibility of the supervisor. All information regarding an incident must then be communicated with the centralized person and the First Selectman.

Burden on Departments due to injury or sickness. The adding of additional people is difficult due to budget restrictions. Reducing injuries is a collaboration between the municipality and USI Insurance.

USI Insurance provides online risk management programs for Town employees including but not limited to blood Borne Pathogen training and Hazmat training. A Complete list can be obtained through Chris Wardrop at USI Insurance.

Damage to Town property is an ongoing issue and deciding whether the amount is great enough to force the individual(s) to pay for the replacement or fixing of the damaged item.

The safety of the Town's residents is of high importance. The placement of cones and barriers are meant to keep pedestrians and drivers safe. Everyone's safety is compromised when these cones and barriers are stolen. Some necessary preventative measures are being discussed so the cones and barriers remain where they are required as well as reduce unnecessary spending to replace.

Inclusion of a school employee

The inclusion of a school employee for the Safety Committee was discussed and possible choices suggested.

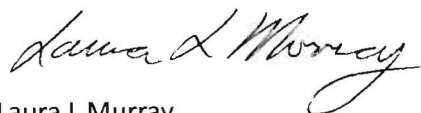
Topics for the next meeting

Summer injury prevention
Sun safety; hydration; poison ivy; bees
Work zone safety
Traffic control
Injury prevention at town events
Incident review

Adjournment

Motion to adjourn the meeting by Lt. Tom Duncan, Rick Zulick seconded the motion to adjourn. All in favor, motion passes. Meeting adjourned.

Respectfully Submitted,



Laura L Murray
Recording Secretary