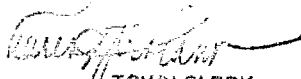


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**TOWN OF STAFFORD
SAFETY COMMITTEE MEETING MINUTES
WEDNESDAY JUNE 6, 2018
8:30AM**

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TOWN CLERK

Members Present: Bruce Davis, Facilities Maintenance
Tom Duncan, Police Lieutenant
Rick Hartenstein, Superintendent WPCF
Devin Cowperthwaite, Supervisor of Building Services for Schools
Jeremy Vail, Operator WPCF
Damian Frassinelli, Athletic Director
Laura Murray, BZH Office Manager

Also Present: Chris Wardrop, USI Insurance
Thomas Finch, Fire Marshall

Index:

1. Call to order and establish a quorum.
2. Approve minutes from the March 21, 2018 special meeting.
3. Emergency Action Plan for Town Buildings/Offices
4. Personal Protective Equipment Program Plan
5. Work Zone Safety and Traffic Control Patterns
6. Electrical Cord Safety
7. Safety at Town Functions
8. Incident Injury Review
9. Topics for Next Meeting
10. Adjournment

Call to order and establish a quorum

The meeting was called to order, 8:34am, and a quorum was established.

Reviewed minutes from March 21, 2018 meeting.

Bruce Davis made a motion to approve the minutes, seconded by Devin Cowperthwaite. All in favor, Motion to approve the minutes passes.

Emergency Action Plan for Town Buildings/Offices

To have an Emergency Management Plan in the Town Buildings and also within Town Departments a written plan is necessary. Since the Schools have a Plan in place currently it would be practical for the Town Hall to remain consistent with what is already being implemented.

Lt. Duncan will begin writing up a Preliminary Plan for the Safety Committee to discuss and review at future meetings. Chris knows an individual with military background that may be willing to assist in writing up the plan. Also, per OSHA, Emergency Management Action Plans should be in place. There are currently new guidelines for Police/Fire/EMS for entering buildings in an Emergency Situation. Samples of Emergency Action Plans will assist in writing up a Plan for the Town Buildings. A Criminal Justice Intern from one of the colleges may be useful in creating a plan.

An Informal Safety Committee meeting is scheduled for Wednesday July 18, 2018 at 8:30am to discuss the process and implementation of the Emergency Action Plan.

Personal Protective Equipment Program Plan

Safety glasses, hard hats, shoes, clothing, ear protection

These items to be discussed are mostly directed toward the Department of Public Works Employees.

The Director of Public Works will be available at future meetings to discuss this topic in detail.

Work Zone Safety and Traffic Control Patterns

This topic will also be covered in a future meeting.

Electrical Cord Safety

All Town facilities where electrical cords attached to equipment as well as the use of extension cords for meetings and events are required to adhere to safety guidelines. The condition of the cord, overloading of cords and also, the trip and fall possibilities with open area placed cords. Sending emails to Department Heads to discuss the importance with electrical cord safety. Having discussions will alert everyone to possible hazards.

A possible Weekly Safety Tip Email may be a positive way to keep safety concerns and resolutions in the forefront of everyone's mind.

Safety at Town Functions

It was discussed the preliminary steps the Selectman's Office is taking to require Insurance to be provided by anyone who is looking to utilize Town Facilities. The Insurance required will be scaled to the event that the Town Building or Land will be used for.

Safety requirements in combination with Insurance requirements will place liability on the individual or group reserving the Town Building or Area.

Incident Injury Review

Nothing was discussed. Topic will be included on every agenda for possible future discussion.

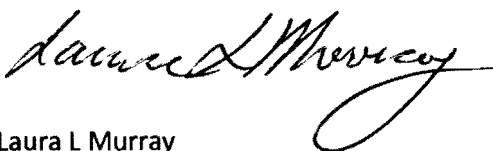
Topics for the Next Meeting

Keeping the discussion specific to the Emergency Management Action Plan. Keeping everyone up to date with how the plan is coming along and what may be expected of the Safety Committee members to assist in the process.

Adjournment

Motion to adjourn the meeting, 9:45am, by Bruce Davis, Devin Cowperthwaite seconded the motion to adjourn. All in favor, motion passes. Meeting adjourned.

Respectfully submitted,



Laura L Murray
Recording Secretary