

Town of Stafford
Safety Committee
Warren Memorial Town Hall
Veteran's Room
Wednesday, September 5, 2018, 8:30 a.m.

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TOWN CLERK

In attendance: Rick Hartenstein, Superintendent WPCF (*chair*)
Rick Zulick, Director of Public Works
Devin Cowperthwaite, Supervisor of Building Services for Schools
Bruce Davis, Facilities Maintenance
Amber Wakley, Grants & Marketing Specialist

Also Present: Chris Wardrop

1. Establish Quorum and call meeting to order

Quorum was established and chair, Rick Hartenstein, called the meeting to order at 8:32 a.m.

2. Review and approve meeting minutes from June 6, 2018

Devin Cowperthwaite made a motion to approve the 6/6/18 meeting minutes, seconded by Rick Zulick. All in favor, motion to approve the minutes passes.

3. Emergency Action Plan

To remain consistent with established plans at the school district and per OSHA recommendations, an Emergency Management Plan is being devised for Town buildings and departments. Initial recommendations, like establishing video surveillance and monitoring within Town Hall, is underway. Additionally, Lt. Duncan is creating a preliminary plan specific for Town Hall, which will be presented for review and discussion at a future meeting. Formal plans will also be established by each department, based on risk or personnel needs. The committee then discussed potential risks, per building/department.

For a quick and effective response, it was recommended that easy-to-read documents and/or charts be created in preparation for potential threats, based on the need of the respective building/department.

4. Personal Protective Equipment for upcoming Season

The committee discussed fall and winter personal protective equipment, predominantly focused on footwear and boot allowance. With the approach of colder weather, an emphasis was given to slip and fall incidents, particularly at Town Hall. The committee considered writing and submitting recommendations to the Selectmen's Office, defining footwear to assist in the prevention of slips, trips, and falls. Since recommendations reference public buildings and a boot allowances are not issued to all Town employees, the communication should be in the form of a public relations-type notice. Recommendations regarding inclement weather can also be included within the employee handbook, reiterating safety equipment applicable to each department. It was also noted that it's a suitable time to reevaluate current handbook recommendations/content.

5. Incident injury review

The committee discussed reports forwarded to the insurance company, no claims have been made from June 30 – August 31. The conversation was largely focused on reviewing lag time, which is going well. We reviewed that all incidents should subscribe to a 48-hour window of reporting, even if it does not require a claim. Chris Wardrop reminded that accurate reporting is most important and encourages each department head to contact him directly to discuss any incidents, if needed.

6. Other Safety Topics

With fall cleanup/tree removal on the horizon, the committee discussed proper PPE for such activities - hearing/eye/head/chaps/footwear.

7. Topics of Next Meeting – December

- Revisit emergency action plan
- Work Zone Safety and Traffic Control Patterns
- Seasonal PPE and Winter Driving
- Incident Review

8. Adjournment

Motion to adjourn meeting, 9:36 a.m., by Devin Cowperthwaite, Bruce Davis seconded the motion to adjourn. All in favor, motion passes. Meeting adjourns.

Respectfully submitted,


Amber Wakley