

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

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In attendance: Rick Hartenstein, Superintendent WPCF (*chair*)
Mary Mitta, First Selectman
Chris Wardrop, USI Insurance
Lieutenant Tom Duncan
Bruce Davis, Facilities Maintenance
Chris Frank, Stafford Public Library Director
Damian Frassinelli, Director of Athletics and Recreation
Jeremy Vail, WPCF Operator 3
Rick Zulick, Director of Public Works
Devin Cowperthwaite, Supervisor of Building Services for Schools
Amber Wakley, Grants & Marketing Specialist

1. Establish Quorum and call meeting to order

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

2. Emergency Action Plan

State Police recently performed a safety audit on three town buildings, identifying areas that need improvement. Lt. Duncan is meeting with department heads to identify specific areas. Some of the recommendations are easy to implement without large expenses or time. The recommendations include both retrofitting physical spaces to adjusting policies and procedures. Items vary by department.

The School District recently applied for the Connecticut School Security Competitive Grant Program, with funding to improve security infrastructure and upgrades to existing systems. Devin stated that security is continuous initiative and the grant - along with other - is part of an ongoing program for improved safety and protection.

The committee then discussed positions that interact with the community and protocol for public correspondence.

Lastly, the committee identified buildings that need additional surveillance. The next course of action is to schedule an audit for the remaining buildings/areas.

3. Personal Protective Equipment for upcoming Season

Boot allowances have just been issued, which assist in the prevention of injuries from slips, trips, and falls. However, the group did discuss how most injuries are preventable and many are caused by personal error, not necessarily faulty personal protective gear.

Chris Frank discussed injuries - particularly slip and falls - related to the library. Chris Wardrop recommended the library issue winter-related safety awareness via newsletter and flyers in the

lobby. Chris Frank went on to share actions to make the library more accessible, like not using the top of the shelves.

4. Incident Injury Review

The committee reviewed different incidents, preventative measures and lag time, which differs based on situation and place. Shortening lag time is most important and the committee discussed how to diminish the reporting window.

It was determined to have department heads discuss seasonal suggestions with staff. For the public, social media, email communications and posters can be used.

5. Other Safety Topics

- Chris Wardrop urged department heads to utilize the “OSHA experts” at USI, as well as their online risk management center.
- OSHA 300 changes are coming up in March. The Committee discussed scheduling a voluntary OSHA inspection in the spring (April), which will be a proactive inspection to determine areas for improvement.
- Appointing a Town Safety Officer was mentioned, they would pinpoint areas of improvement preceding the OSHA inspection. Prior to appointment, duties, expectations, benefits and cost needed to be established. A job description will need to be made.
- Chris Frank would like library staff to take the Blood Born Pathogen Class, available on the USI website.

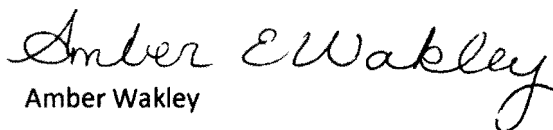
6. Topics for the next meeting

Incident injury review
Policies and training
Seasonal PPE
Emergency Action Plan Review

7. Adjournment

Motion to adjourn meeting, 9:51 a.m., by Devin Cowperthwaite, Bruce Davis seconded the motion to adjourn. All in favor, motion passes. Meeting adjourns.

Respectfully submitted,


Amber Wakley