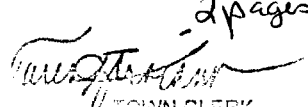


Meeting Minutes

Town of Stafford Safety Committee  
Warren Memorial Town Hall  
Veterans Meeting Room  
Wednesday, June 5, 2019  
8:30am

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TOWN CLERK

Chair, Rick Hartenstein, called the meeting to order at 8:36 a.m., establishing a quorum with regular members Bruce Davis, Devin Cowperthwaite, Rick Zulick, Damian Frassinelli and Amber Wakley. Also present: Chris Wardrop (USI Insurance Services)

**1. Emergency Action Plan (EAP)**

A Town Hall Emergency Action Plan is currently being created. Its purpose is to facilitate and organize employer/employee actions during workplace emergencies. Once complete, portions of the plan will need to be distributed internally, so building occupants will be prepared in the event of an emergency. The current objective is to create one "master plan" with operational annexes applicable to each department/town office/building. Rick Hartenstein will reach out to Lt. Duncan to discuss EAPs for the Community Center & Family Services.

**2. Seasonal PPE**

The committee discussed tick awareness for the upcoming summer months. Chris Wardrop said he would share awareness materials for distribution. Further discussion took place about repellants and other preventive measures.

**3. Traffic Control Patterns**

Discussion of whether departments needed refreshers on traffic control patterns. Currently, detour patterns are vetted through the PD and Rick Z. All DPW employees are certified for traffic control patterns and the last class was held approximately four months ago. At WPC, employees have regular discussions about proper patterns.

**4. Harassment/Violence in the workplace**

Conversation about the rise of workplace violence and crisis (nationally) and how to address these stresses, including: escalation techniques, employee systems providers and Employee Assistance Programs (EAP). With a high ROI, further investigation will take place on whether the town/school should invest in such a program. An EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. We need to learn which programs are available and what we should budget for.

**5. OSHA Voluntary Inspection**

To participate in a voluntary inspection to meet OSHA standards before official inspection. The purpose is to identify workplace hazards, provide advice for compliance with OSHA standards, and assist in establishing and improving safety and health program. There is no cost to participate and no citations or penalties will be issued while participating in the voluntary program. September – November 2019 are target months for inspections.

**6. Injury Incident Report**

Reviewed and discussed incidents/claims of the last quarter.

**7. Adjournment**

Motion to adjourn the 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 E Wakley*  
Amber Wakley