

Meeting Minutes

Town of Stafford Safety Committee
Warren Memorial Town Hall
Veterans Meeting Room
Wednesday, September 4, 2019
8:30am

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Chair, Rick Hartenstein, called the meeting to order at 8:32 a.m., establishing a quorum with regular members Bruce Davis, Devin Cowperthwaite, Jeremy Vail, Rick Zulick, and Amber Wakley. Also present: First Selectman Mary Mitta and Chris Wardrop (USI Insurance Services)

1. OSHA Voluntary Inspection

- Currently preparing for voluntary October inspection – departments need to be ready.
- Chris handed out Top 10 list of most cited violations in recent years. Top 3 include fall protection, hazard communication and scaffolding incidents.
- Attendance is an issue at Safety Meetings.
- PPE policies should apply to all departments – Bruce and Devin mentioned standard equipment does change from department to department.
- No Safety policies are in place, just personnel
- Town failed the last safety inspection. Departments were given policies/corrective action. Some items were addressed and others have not. Written policies need to be put in place.
- Discussed attending round table discussions at the Dept of Labor.

2. Injury Incident Report

Reviewed and discussed incidents/claims of the last quarter. A focus was placed on lifting, back injuries and impact.

3. Emergency Action Plan

- Facilities Department installing/improving areas referenced in the Emergency Action Plan, such as cameras and employee badges.
- Further discussion continued about items that have been implemented since updating the Emergency Action Plan

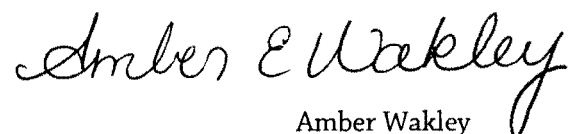
4. Safety Policies

- There're new HR compliance courses, including an antiharassment training. The committee discussed implementing online training to meet training requirements.

5. Adjournment

Motion to adjourn the meeting, 9:38 a.m., by Jeremy Vail and seconded by Devin Cowperthwaite. All were in favor, motion passes. Meeting adjourned.

Respectfully submitted,



Amber Wakley