

**MEETING MINUTES**

**Town of Stafford Safety Committee**

Warren Memorial Town Hall, Veteran's Meeting Room

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**Wednesday, December 11, 2019 at 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 Jeremy Vail, Bruce Davis, Devin Cowperthwaite, Tom Duncan, and Amber Wakley. Also present: Selectman Mary Mitta and Chris Wardrop (USI Insurance Services)

**1. OSHA Confined Space Inspection @ WPCF**

Rick Hartenstein recapped the voluntary OSHA inspection undergone by the WPCA since the last safety meeting in October. The OSHA inspector provided Rick with updated procedures; Rick has since tailored Stafford's policy to meet current regulations. Rick will be resubmitting policy corrections to OSHA on January 20, after updates are reviewed by Plant staff. Lockout/tag out procedures/policy/training will be reviewed next.

We can choose to continue the voluntary program, visiting other departments to review policies and procedures. Chris Wardrop mentioned voluntary inspections are a relationship-building process with OSHA, as well as an active planning process, vs. a reactionary method. Devin Cowperthwaite discussed the importance of consistency of policy/procedures amongst town departments (vs. each department following respective guidelines).

**2. REVIEW INJURY REPORT**

Rick Hartenstein reviewed reported incidents since the October meeting; subsequently, the committee discussed preventative measures for reported incidents. Chris Wardrop reiterated the reporting process, stressing the importance of prompt reporting (within 72 hours). Trips/falls was a recurring incident. The committee discussed footwear and boot allowances, saying there should be a certain standard set (boot tread, steel toe, etc.), from there, boot selection will be a personal preference of employee. Boot policy will be reviewed in the March meeting.

**3. SEASONAL EXPOSURE**

**4. SAFETY POLICIES UPDATE**

The committee discussed upcoming winter safety topics and how to communicate both seasonal exposure and policy updates. Devin Cowperthwaite suggested a quarterly newsletter for seasonal suggestions. We discussed creating an electronic or print employee communication that would share seasonal hazards and suggestions. A print notice could also be posted, where employees would sign off on material, for those who do not have email.

**5. NEXT MEETING**

2020 Meeting Schedule: all to take place at Town Hall in the Veteran's Room at 8:30 a.m.

March 4, 2020 *Policy Review of boots and confined spaces*

June 3, 2020

September 2, 2020

December 2, 2020

**ADJOURNMENT – 9:36AM –** Devin Cowperthwaite motion to adjourn, Bruce Davis seconded the motion and all were in favor.

Respectfully submitted,

*Amber E Wakley*

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