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Town of Stafford
Safety Committee
Meeting Minutes
Warren Memorial Town Hall Veteran's Room
November 22, 2022

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Present: Devin Cowperthwaite (DPW), Richard Hartenstein (WPC), Diana Rose (HR Town), Damian Frassinelli (AD Schools), Robert Butler (Building Svcs. Schools)

Also in Attendance: Chris Wardrop (USI Insurance)

Agenda:

1. Call to order

The meeting was called to order at 11:04am.

2. Nomination of Chairperson

Rick Hartenstein nominated Devin Cowperthwaite as Committee Chairman, seconded by Damian Frassinelli and all were in favor.

3. Discussion on replacing committee members who have resigned

There have been a number of staffing changes since the Committee last met in March 2020. Members reviewed the components of effective Safety Committees being representative of the major work categories and locations of the employer, more non-management than management members, group size of 5-10 members, meetings to be held at least quarterly with total time commitment of 4-6 hours per year and posting requirement of the Committee roster. Members questioned whether there is an existing ordinance that dictates Committee composition and purpose.

Recommendations were made for additional committee candidates including a police officer, a Library employee, Greg Carreira from Water Pollution Control, a Public Works rep, a firefighter or ambulance rep, Michael Bennett from Town Facilities, AJ Depellegrini from schools, and administrative or food services rep from schools. Devin Cowperthwaite will reach out to Town Department Heads regarding proposed candidates. Rick Hartenstein and Robert Butler will reach out to their respective area candidates.

4. Review of "lost time" and other occupational injuries and incidents since last meeting

Discussion took place regarding Travelers' ECARMA system automatically generating quarterly work comp claim reports. Chris Wardrop will look into the system generated reports and distribution list. Chris Wardrop will arrange for ECARMA reporting training for Diana Rose. The OSHA 300 log to date was distributed and reviewed. There are 8 recordable injuries, 3 of which are lost time.

5. Seasonal hazard awareness

Chris Wardrop provided a number of hand-outs on seasonal safety topics including shoveling snow, winter driving, ice grip footwear, managing winter slips and falls and cold exposure.

Discussion took place regarding effective communication methods for safety related information. Suggestions included creating a safety newsletter, weekly Town and BOE employee safety email blasts and development of Town website employee intranet capability. Further discussion to take place regarding communication methods.

Devin Cowperthwaite reported the UCONN T2 center provides "Toolbox Talks" or "Tailgate Talks" safety related bulletins and these can be distributed and used in applicable departments. He also reported that a draft footwear policy was developed in 2020 and should be reviewed for updates and implementation. He will locate the draft and provide for further discussion.

6. Review proposed Accident & Injury Investigation Form

Diana Rose introduced a new Supervisor Accident and Injury Investigation Report intended to capture more information about causes and implementing corrective action. Some modifications were suggested and members proposed trialing the form and re-evaluating at the next meeting.

7. Topics for next meeting/set date

Next meeting scheduled for Tuesday, January 10, 2023 9am

Next meeting topics and review: new Committee member status, claim status reporting, communication methods status, draft footwear policy, SAIR form review

8. Open forum

Devin Cowperthwaite reported that First Selectman Titus would like to see First Aid trained responders in all locations. Discussion took place regarding approaching Stafford Ambulance about providing training or seeking training from outside source.

Diana Rose raised a question for Chris Wardrop regarding Travelers' assignment of counsel early on in development of work comp claims. Chris Wardrop will inquire about their parameters for counsel.

Chris Wardrop suggested modifications to the standard agenda going forward to include: 1. Call to Order 2. Review and Approval of Minutes 3. New Accident/Incident Review 4. Claim Development Review 5. Safety Awareness, Training and Hazard Identification 6. Old Business 7. New Business 8. Adjournment

9. Adjournment

Damian Frassinelli made a motion to adjourn, seconded by Rick Hartenstein and meeting was adjourned at 12:07pm.

Respectfully Submitted,



Diana Rose
HR Specialist