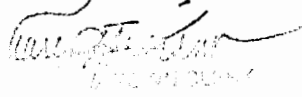


**Town of Stafford
Safety Committee
Meeting Minutes
Warren Memorial Town Hall Veteran's Room
February 7, 2023**

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Present: Devin Cowperthwaite (DPW), Diana Rose (HR Town), Damian Frassinelli (AD Schools), Robert Butler (Building Svcs. Schools), Michael Bennett (Facilities Town), Bruce Davis (Facilities Town), Greg Carreira (WPCF)

Also in Attendance: Chris Wardrop (USI Insurance)

Agenda:

1. Call to order

The meeting was called to order at 8:36 am.

2. Review and approval of minutes

Bruce Davis made a motion to approve the minutes for the November 22, 2022 meeting, seconded by Devin Cowperthwaite, minutes were approved.

3. New Accident/Incident Review

A listing of new workers' compensation claims for the period 11/1/22 -1/31/23 was distributed. Of 11 new claims, 10 were BOE and 1 was Town. Review of claims occurred including discussion of prevention objectives needed related to additional staff training and awareness of potential slip/trip and fall hazards.

A claim reporting lag time report was distributed. Lag time measurements include the number of days from the accident date to date it is reported to the carrier and to the employer and from the date an accident is reported to the employer to the date it is reported to the carrier. Average lag time of within 3 days for all categories is on target. Lower lag time days generally correlate to reduced claim costs.

4. Claim Development Review

Chris Wardrop provided a general high level summary of all open claims. The largest open claim being in the volunteer firefighter category. The claim is noted as being one of the highest cost claims in the State.

5. Safety Awareness, Training and Hazard Identification

Devin Cowperthwaite provided a summary of the Town OSHA inspection that occurred in early December and subsequent closing conference that occurred in late January. OSHA advised of potential citations that may be imposed in formal inspection reports to be issued within several weeks of the closing conference. Many findings were corrected and/or mitigated during inspection.

Primary focus areas of the inspection included program review of hazard communication and SDS maintenance, fire extinguisher training, bloodborne pathogen training, lock out/tag out, hearing conservation and confined space protocol. Recommendations were made for all departments to conduct regular job hazard analysis and risk assessments and to develop and provide new hire, annual and job specific training in all areas surveyed. Devin provided a job hazard assessment tool being utilized within the Department of Public Works.

Conn OSHA, upon request, provides consultation services for review and recommendation of employer's programs and policies. Chris Wardrop also reminded that Travelers Insurance has an online source for risk management resources and educational materials and that USI Insurance could supply templates or drafts of related policies and forms.

Discussion took place regarding objectives for the next meeting to include establishing a calendar for regular meetings and continuing discussion of committee membership and formal appointments to the Safety Committee. Next meeting date was suggested for 3 months, tentatively, May 9th or 11th.

6. Adjournment

Devin Cowperthwaite made a motion to adjourn, seconded by Damian Frassinelli and meeting was adjourned at 9:20 am.

Respectfully Submitted,



Diana Rose
HR Specialist