

**Town of Stafford**  
**Safety Committee**  
Special Meeting Minutes  
Warren Memorial Town Hall Veteran's Room  
July 11, 2023

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TOWN CLERK

Present: Devin Cowperthwaite (DPW), Diana Rose (HR Town), Michael Bennett (Facilities Town), Bruce Davis (Facilities Town), Greg Carreira (WPCF), Colleen Anuszewski (Police), John Mordasky (DPW Highway)

Agenda:

**1. Call to order**

The meeting was called to order at 8:32 am by Chairman Cowperthwaite who then provided a brief introduction and summary of the objectives of an effective Safety Committee for the benefit of new members. A discussion took place regarding the Committee composition of nine members being set many years ago by the Board of Selectmen. With a current roster of the following members, one vacancy remains. The Committee suggested inviting Mark Morrison to fill the vacancy representing Fire/EMS interests.

Devin Cowperthwaite	Bruce Davis
Michael Bennett	Greg Carreira
Colleen Anuszewski	John Mordasky
Damian Frassinelli (BOE)	Robert Butler (BOE)
Vacant	

**2. Review and approval of minutes**

Bruce Davis made a motion to approve the minutes for the February 7, 2023 meeting, seconded by Greg Carreira, minutes were approved.

**3. New Accident/Incident Review**

A listing of new workers' compensation claims for the period 2/1/23 -6/30/23 was distributed. Of 24 new claims, 21 were BOE, 1 was Town and 1 was Volunteer Fire. A discussion occurred regarding the process for "record only" incidents. These are "near miss" type accidents/incidents that generally do not cause injury requiring medical treatment but must be documented, retained and investigated just the same as regular claims. A suggestion was made from the Committee to include record only incidents in the quarterly claim reviews.

**4. Claim Development Review**

A suggestion was also made to develop handout materials for injured workers that serve as a guide in reporting and treatment of their injury. Diana Rose will work on preparing a flow chart or simple pocket guide for reference. Those materials along with the Supervisor Accident/Incident Report will be distributed to Committee members and Department Heads.

## **5. Safety Awareness, Training and Hazard Identification**

Devin Cowperthwaite referred Committee members to review the various seasonal safety related handouts electronically attached to this meeting's agenda including topics of heat stress and heat illness prevention, chainsaw safety, tree trimming and working near power lines and insects, bugs, lyme disease and bee sting awareness. Applicable seasonal safety topics will be discussed each quarterly meeting in advance of the seasonal changes. The intent is for Committee members to bring the safety awareness information back to their respective departments or locations for discussion and distribution.

A suggestion was made for an annual training/safety awareness calendar to be developed for staff. In addition, live wire safety training from a powerline representative was requested along with regular monthly department specific on the job training minis or "tailgate talks".

## **6. Meeting Calendar FY 23/24**

A schedule of regular quarterly meeting dates through October 2024 was presented. Bruce Davis made a motion to approve the calendar, seconded by Greg Carreira and Committee members unanimously approved.

## **7. Adjournment**

Bruce Davis made a motion to adjourn, seconded by multiple Committee members and meeting was adjourned at 9:16 am.

Respectfully Submitted,



Diana Rose  
HR Specialist

Proposed Safety Committee Meeting Schedule

Calendar Years 2023, 2024

Tuesday, October 10, 2023

Tuesday, January 9, 2024

Tuesday, April 9, 2024

Tuesday, July 9, 2024

Tuesday, October 8, 2024

Handwritten notes or signatures, including the name "C. G. ...".