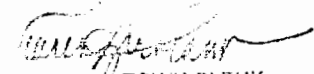


Town of Stafford
Safety Committee
Regular Meeting Minutes
Warren Memorial Town Hall Veteran's Room
October 10, 2023

RECEIVED
STAFFORD, CT *2 pages*
2023 OCT 31 AM 9:20


TOWN CLERK

Committee Members Present: Devin Cowperthwaite (DPW), Bruce Davis (Facilities Town), Greg Carreira (WPCF), Colleen Anuszewski (Police)
Others Present: Diana Rose (HR Town), Chris Wardrop (USI Insurance), Jeff Joseph (CIRMA Risk Management)

Agenda:

1. Call to order

The meeting was called to order at 8:35 am by Chairman Cowperthwaite. A quorum was not established. The Committee will follow-up on the status of the recommendation to appointment Mark Morrison, Fire Marshal, as the final member.

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

It was determined that a necessary quorum of 5 Committee members out of 9 total was not present so approval of meeting minutes was postponed to the next meeting due to the absence of a quorum.

3. Introduction with CIRMA representative

Chris Wardrop provided an overview of the recent workers' compensation renewal process leading to the selection of CIRMA as the insurer for the benefit of committee members that were not already familiar. Jeff Joseph, CIRMA Risk Management, attended to review the role of risk management in assisting the Town and Safety Committee in its efforts to manage and control loss. CIRMA can assist with producing data, conducting safety assessments, claim analysis, loss prevention and education including e-training.

4. New Accident/Incident Review

For the period 7/1/23-9/30/23, there were two new Town claims. The CIRMA claim reporting user access is currently limited to location specific claims and BOE claims were not available for review.

5. Claim Development Review

Currently, there is a combined Town and BOE total of 16 open claims from all previous years. Diana Rose suggested that there be a formal claim review of those claims and Chris Wardrop offered to discuss scheduling a review with Travelers.

Diana Rose introduced some handout materials prepared for injured workers that included a copy of the Supervisor Accident/Injury Investigation Report, CIRMAcare booklet, CT Workers' Compensation pocket guide, typical injury flowchart, mileage reimbursement log and prescription information. The Committee was asked to review the materials and offer feedback on them. Jeff Joseph offered to provide CIRMA's Supervisor Accident packet for additional information. Once finalized, injured worker packets will be distributed to Department Heads and available in HR.

6. Safety Awareness, Training and Hazard Identification

Devin Cowperthwaite referred Committee members to review the various seasonal safety related handouts provided including managing winter slips and falls, cold stress awareness, and shoveling snow. A suggestion was made to consider signage for Town parking lots that indicate when surfaces have reached freezing temperatures. These signs can provide enough of a visual reminder to step and walk carefully. Jeff Joseph from CIRMA also offered to provide the Town with their seasonal safety related posters as well as a training calendar matrix and policy templates for safety topics and required trainings.

Follow-up is needed on previous suggestions for an annual training/safety awareness calendar to be developed for staff as well as live wire safety training from a powerline representative and regular monthly department specific on the job training minis or "tailgate talks".

7. Adjournment

The next regular meeting scheduled for January 9, 2024 8:30 am was announced and Bruce Davis made a motion to adjourn, seconded by Greg Carreira and the meeting was adjourned at 9:25 am.

Respectfully Submitted,



Diana Rose
HR Specialist