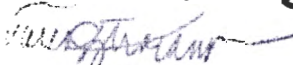


Town of Stafford
Safety Committee
Regular Meeting Minutes
Warren Memorial Town Hall Veteran's Room
January 9, 2024

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2 pages.

Committee Members Present: Devin Cowperthwaite (DPW), Bruce Davis (Facilities Town), Colleen Anuszewski (Police), Michael Bennett (Facilities), John Mordasky (DPW), Mark Morrison (Fire), Rob Butler (BOE)

Others Present: Diana Rose (HR Town), Ian Havens (CIRMA Risk Mgmt), Joey Barbera (CIRMA Risk Mgmt)

Agenda:

1. Call to Order

The meeting was called to order at 8:32 am by Chairman Cowperthwaite. Since the last meeting, Mark Morrison, Fire Marshal, has been appointed as the final committee member.

2. Establish a Quorum

With seven members present, a quorum was established.

3. Review and Approval of Minutes

Meeting minutes for both the July 11, 2023 and October 10, 2023 meetings were reviewed and approved by a motion from Bruce Davis to accept both, seconded by John Mordasky.

4. New Accident/Incident and Claim Development Review

Diana Rose presented claim counts since policy inception of July 1, 2023 through November 30, 2023. There were 3 total for the Town, 2 medical only and 1 lost time and 36 total for the BOE, 3 lost time and 3 medical only, the remaining record only. A brief discussion took place regarding possible accident/injury trends and problem location areas. Ian Havens suggested drawing a plot diagram of the locations of claims to identify any higher volume claim areas. He also advised that CIRMA can be utilized to conduct walk-throughs and provide risk analysis of buildings and other areas at no additional cost. Diana Rose will reach out to Chris Wardrop from USI regarding the status of scheduling a full open claim review meeting with the prior carrier Travelers. Rob Butler raised a concern that there is some uncertainty about how and who to report claims to at the BOE during off hours and school breaks. A follow-up conversation will be needed with the BOE work comp claim administrator for clarification on the procedure.

5. Safety Awareness, Training and Hazard Identification

Devin Cowperthwaite referred Committee members to review the various seasonal safety related handouts provided. Ian Havens discussed various CIRMA resources available to aid the Town and BOE including Vector Solutions, e-learning and training platform as well as a full in person seasonal staff training module, approximately 2.5 hours. Devin and Diana have credentials to be able to assign training courses through Vector Solutions. In addition, the CIRMA website contains

a medial library, accessible without any specific user access, with many informative guides and other resources on high risk topics and job specific awareness. Diana and Devin will coordinate with Ian to review and navigate through the media library offerings. Ian noted that during cold weather months, special attention should be given to space heater awareness, i.e. policy, use, controls, and spot checks.

6. Old Business

A follow-up to additional OSHA related CIRMA resources discussed at a previous meeting was provided by Ian. CIRMA can perform OSHA specific walk-throughs as well as provide job hazard analysis training templates, a training matrix calendar and publishes a list of the most common OSHA violation findings. Joey Barbera advised that OSHA regulations require that training be completed only for topics that there are a reasonable exposure to. Devin offered to share the Town DPW job hazard analysis templates with Rob Butler.

7. New Business

An invitation was made for committee members to share a recent safety event, concern or near miss situation for discussion and analysis. None were shared.

8. Adjournment

The next regular meeting scheduled for April 9, 2024 8:30 am was announced and Bruce Davis made a motion to adjourn, seconded by John Mordasky and the meeting was adjourned at 9:19 am.

Respectfully Submitted,



Diana Rose
HR Specialist