

SAFETY COMMITTEE MEETING MINUTES  
NOVEMBER 19 2008, WEDNESDAY 10:00 A.M.  
SEYMOUR TOWN HALL, FLAHERTY ROOM

Members Present: Paul Wetowitz, Charlotte Rowell, Carol Rolston, Anne Golebieski, Lt. Satkowski, Sgt. Parratt, Tom Jensen

Others Present: Webster Insurance Representative Debra Zotti, Senior Loss Control Engineer

Members Absent: Dennis Rozum, Kyle Kelly, non-management representative from the Ambulance Association, John Gaudiosi, Robert Koskelowski

1. Review and Accept Last Meeting Minutes

Chairperson Paul Wetowitz opened the meeting at approximately 10:05 A.M. The last meeting minutes were from August 20 2008. The Police Department committee members had changes regarding names of who attended and spelling errors.

2. New Safety Committee Members

There were no new members present at this meeting.

3. Old Business

- a. **STILL OPEN**. Paul Wetowitz indicated that the PPE and Hazard Communication Programs for the Public Works Department are almost completed with some follow up needed by the Public Works Director Dennis Rozum. Since Public Works Director was not present, it was not known the status of these issues.
- b. **STILL OPEN**. It was unknown if the additional Work Zone signs and traffic cones have been ordered. Department of Public Works Director Dennis Rozum was not in attendance at this meeting. It was agreed that another Work Zone training session would be a good idea in early spring 2009. Paul Wetowitz will follow up with Dennis Rozum.
- c. **STILL OPEN**. In the past, EMS has requested training on lifting and back injury prevention. Since no EMS member was present, it was not known if this training is still wanted. Debbie Zotti will attempt again to get this resolved with EMS. This has been an open issue for some time.
- d. **STILL OPEN**. Paul Wetowitz again requested that Webster Loss Control Representative Debra Zotti follow up on the recommendations she sent the department heads during her last inspection regarding the Police Department, Fire Department (both Fire Houses), Public Works, Emergency Medical Service and the Town Hall. Debbie Zotti reported that she will begin shortly with the Public Works and Police Department. Lt. Satkowski requested that he be the contact person for the Police Department.

- e. **STILL OPEN.** At the previous meeting, a discussion occurred regarding the ability of Webster Insurance, now PMA Risk Services, to provide their yearly Blood Borne Pathogen training to the Police Department, at no cost. Debbie Zotti agreed to follow this up with Captain Beres during her future inspection. Their written policy also needs to be reviewed yearly.

#### 4. Accident Investigation Review

- a. The group reviewed 6 First Injury/Supervisor Accident Reports. The names were deleted from the reports. All were from the Police Department. The incidents were discussed.

#### 5. New Business

Debbie Zotti discussed her recent meeting with Public Works Director Dennis Rozum regarding the wearing of vests and other PPE for the Public Works Department employees. A committee discussion occurred on this issue. Debbie indicated that there will be an upcoming meeting with Mr. Rozum where she will help to resolve the issue of what and when to wear specific types of PPE.

No other new business topics were brought up.

#### 6. Insurance Agency Representatives Comments

Debra Zotti, from Webster Risk Services, briefly discussed past claims and estimated costs associated with the injuries that occurred from July 1 2008 to November 18 2008 within all the Town Departments, except the Board of Education. She reported that 12 claims have occurred with a total of indemnity and medical costs, to date, of \$25,000.

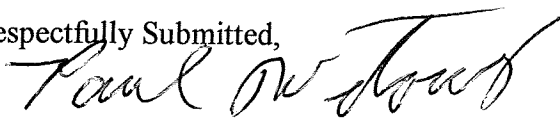
Debbie Zotti also stated that she sent new yellow postings to all departments indicating that PMA is now the new workers compensation administrator. Also, new first report of injury forms will be sent with PMA indicated on them. All departments must use the new forms when they come in.

#### 8. Schedule of the next Safety Committee Meeting

The next safety committee meeting is scheduled for Wednesday February 18 2009 at 10:00 A.M. in the Flaherty Room at Town Hall.

#### 9. The meeting adjourned at 10:30 A.M.

Respectfully Submitted,



Paul Wetowitz  
Chairperson 11-19-08