

# Memorandum

To: Linda Bettencourt  
City and Town Clerk

From: Nancy Conaway-Raczka  
Risk Manager 

Date: December 17, 2014

Re: Notice of Special Meeting of the Mayor's Safety Committee

A Special Meeting of the Mayor's Safety Committee will be held on  
Friday, December 19, 2014 at 9:00 AM in Room B-19

**AGENDA**  
**SPECIAL MEETING OF THE MAYOR'S SAFETY COMMITTEE**  
**December 19, 2014 @ 9:00 a.m.**  
**City Hall**  
**ROOM 208**

**ATTENDANCE**

**CALL TO ORDER**

**MINUTES**

Approval of minutes of September 26, 2014 regular meeting

**OLD BUSINESS**

Health Screenings and Wellness Fair – December 2014

Building Inspections

Report on recently completed training programs:

Defensive Driving – October 23, 2014

Back Injury Prevention – November 10, 2014 (City Hall)

Back Injury Prevention – December 1 & 4 (Police Department)

Confined Space – November 24, 2014 (Water and Sewer)

Fork Lift Certification – December 8, 2014 (Public Works and Water & Sewer)

OSHA Required PPE Hazard Assessment Program -status

**NEW BUSINESS**

**Presentation:** OSHA Reporting and Recordkeeping Requirements  
Changes effective January 2015  
Mark V. Wantroba, Risk Control Specialist, H D Segur

Worker's Compensation Injuries and Motor Vehicle accidents for the period September 1, 2014 to November 30, 2014

CIRMA Training Class: "Accident Investigation for Supervisors" January 14, 2014 at 9:30 AM  
Middletown Council Chambers

Department requests for training programs

Approval of Meeting schedule for 2015 (attached)

Other Business