

MINUTES
SPECIAL MEETING of the MAYOR'S SAFETY COMMITTEE
December 19, 2014

The meeting was called to order at 9:00 AM.

In attendance were the following members:

| | <u>MANAGEMENT</u> | <u>LABOR</u> |
|---------------------------------|---------------------------|--|
| <u>Police Department</u> | absent | Anthony Gennaro (Local 1361) |
| <u>Parks</u> | James Sweeney | absent |
| <u>Fire Department</u> | Chief Robert Kronenberger | Joseph Bajorski Christopher Augeri (Local 1073) |
| <u>Water & Sewer</u> | absent | Chris Holden (Teamsters) |
| <u>Public Works</u> | William Russo | absent |

Other Attendees:

Mark Langton, Director of Transportation, Middletown Board of Education; Mark Wantroba, Risk Control Specialist, H. D. Segur Insurance; Judy Yoder, Facilities Manager, Middletown Board of Education; Lucy Gennuso, Insurance Benefits Coordinator, Middletown Board of Education; Connie Shakin, Insurance Benefits Coordinator, City of Middletown; Deb Stanley, Acting Director of Recreation & Community Services

Minutes:

The Minutes of the regular meeting of the regular meeting of September 26, 2014 were reviewed and approved.

OLD BUSINESS

A report was given on the employee voluntary Health Screenings and Wellness Fair which was held in December 2014.

The committee was updated on the following completed employee 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 & Sewer)

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

OSHA Required PPE Hazard Assessment Program: This project is still pending and an update is needed from Water & Sewer Department.

Mark Wantroba and Judy Yoder reported that inspections of the Board of Education buildings will be done after the winter weather ends. The Chairman asked Mark Wantroba to work with William Russo, Director of Public Works in scheduling an inspection of the Green Street Arts Center.

NEW BUSINESS

A presentation on the new OSHA Reporting requirements effective January 1, 2015 was made by Mark Wantroba, Risk Control Specialist from H. D. Segur. A handout on regarding the new requirements was provided (copy attached). Mr. Wantroba also answered questions regarding OSHA reporting requirements.

Workers' Compensation Injuries and Motor Vehicle accidents for the period September 1, 2014 to November 30, 2014 were reviewed.

Information was distributed on the CIRMA Training Class: "Accident Investigation for Supervisors" which will be held on January 14, 2014 at 10:00 AM in the Council Chambers at City Hall.

Department directors were asked to forward any requests for training programs to the Risk Manager's Office. It was also announced that the Risk Manager's Office has started a data base of all city training programs including any internal training done by departments. The Directors were asked to provide the Risk Manager's Office with information on their training programs including training done on a regular basis to maintain employee certifications.

Training – Updates and Requests:

Fire Department has requested back injury prevention training in February with a class being offered once a day Thursday-Friday in order to reach all employees. Mark Wantroba of H. D. Segur has agreed to coordinate with the department and conduct the training.

CPR & AED – the Fire Department is willing to conduct for all City employees

The proposed meeting schedule for 2015 was approved. A copy is attached.

The meeting was adjourned at 9:45AM.

Nancy Conaway-Raczka
Risk Manager/Chairman