

MINUTES
MEETING of the MAYOR'S SAFETY COMMITTEE
September 25, 2015

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>	Tom Ganley	
<u>Parks</u>		
<u>Fire Department</u>		Joseph Bajorski
<u>Water & Sewer</u>		Michael Trevisan
<u>Public Works</u>	Chris Holden	

Other Attendees:

Mark Langton, Director of Transportation, Middletown Board of Education; Marci Gaylord, Middletown Board of Education; Deb Stanley, Acting Director of Recreation & Community Services; Lou Carta, Middletown Health Department; Deb Zotti, PMA Management

Minutes:

A motion was made Chris Holden to approve the minutes of the June 26, 2015 meeting. The motion was seconded by Lou Carta and the minutes were approved.

OLD BUSINESS

All Department Head were requested to provide the Risk Manager with information on training programs being held within their departments.

NEW BUSINESS

A presentation: "Effective Safety Committees -- Back to Basics" was made by Debra L. Zotti, AIC, Sr. Risk Control Specialist from PMA Management of New England. This was a power point presentation that covered the following:

- Safety Committee Purpose
- Management Commitment
- Regulatory Compliance
- Committee Member Commitments

Committee Responsibilities

Workers' Compensation Injuries and Motor Vehicle accidents for the period June 1, 2015 to August 31, 2015 were reviewed.

Information was distributed on the following CIRMA Training Programs:

Snow Plow Safety to be held November 5, 2015, 8 AM – Noon in Plainfield, CT

Return-to-Work: Overcoming the Obstacles, October 21, 2015, 10AM Noon, Middletown, CT

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.

The meeting was adjourned at 10:15AM

Nancy Conaway-Raczka
Risk Manager/Chairman