

March 20, 2014

The quarterly meeting of the Sterling Safety Committee was called to order at 9:00 a.m. by Chairman, Penelope Keith. Other members' present: Andrew Aubin and Joyce Gustavson. Members' absent-Russell Gray. Also present-George Tammaro.

Audience of Citizens: No Comment.

Approval of Minutes: P. Keith made a motion, seconded by A. Aubin, to approve the minutes of the 10/10/2013 meeting as written and presented. All voted in favor of the motion.

Correspondence: None

Unfinished Business:

- a. Emergency Drills: Table to the next meeting.
- b. Library: Table to the next meeting.
- c. Recreation: Table to the next meeting.

New Business:

- a. CIRMA Risk Management: George Tammaro of CIRMA (Connecticut Interlocal Risk Management Agency) reported that safety committees are required by State Statute, CGS 31-40v Establishment of Safety and Health Committees by Certain Employers. G. Tammaro submitted the following guides: Safety and Health Committees (best practices) and Aquatics. G. Tammaro suggested that it is good practice to have various departments at different levels gather together to discuss items; such as, accidents, near misses, parking lot lighting, clean walkways, and to recommend trainings for staff. He also stated that meetings should be held, regardless if you have a quorum. Minutes should be posted in the lounge and staff should be notified to the postings. CIRMA offers guides and tailgate topics on a variety of subjects and anyone can sign up for e-alerts. G. Tammaro also stated that if the municipality rents a room, then the Town should have a signed contract, spelling out specifics; such as, no alcohol on premises, how the room should be left, and who is responsible for damage, should any occur. He pointed out that safety committees should perform physical hazard assessments looking for items; such as, raised carpets, open electrical outlets, dangling extension cords, basically general housekeeping rules. It was noted that committees will only fail if the meetings turn into complaint sessions and will succeed if the committee takes action to resolve issues.

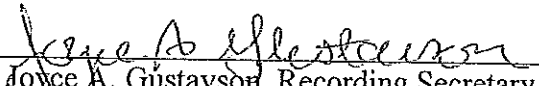
Accidents, First Aid, Near Misses: None

Any Other Business to Come Before the Safety Committee: None.

The next meeting is scheduled for 9:00 a.m. on Tuesday, 06/17/2014.

Adjournment: A. Aubin made a motion, seconded by P. Keith, to adjourn at 9:45 a.m. All voted in favor of the motion.

Attest:


Joyce A. Gustavson, Recording Secretary