

MINUTES  
SAFETY COMMITTEE  
December 5, 2019

PRESENT: Chairman Chief DeMaio, Members: Acting Town Manager Peter Neff, Captain Flynn, Captain Jakober, Park and Recreation Director Robert Potter, Angela Finelli, DPW Director Todd Hajek, DPW Assistant Director William Watson, Technology Director Ivan Bailey, Human Services Director David Melillo, Gonzalo Carrion

Also present/ Guests: HD Segur representative Mark Petrone and CIRMA representative Joey Barbera

The meeting was called to order at 10:05 a.m.

Minutes of September 5, 2019 meeting:

- A motion was made by T. Hajek, seconded by R. Potter to approve the minutes as submitted. The motion carried unanimously.

Set calendar for 2020 Meetings:

- The meetings will be held quarterly on the first Thursday beginning March 2020 with the specific dates as follows:
  - March 5, 2020
  - June 4, 2020
  - September 3, 2020
  - December 3, 2020

Review of Claims (last quarter):

- The spreadsheet of all first report of injury claims from January 2019 to December 1, 2019 was distributed
  - The spreadsheet indicates whether there was treatment administered or no treatment received
  - Back supports can be utilized to reduce back strains
  - To reduce the number of slips and falls during the winter months, ensure downspouts do not drain onto pathways, eliminate ice dams near all points of entry
  - Safety rules need to be enforced
  - The work environment has to be consistently evaluated for safety issues
    - If safety issues are found, email T. Hajek or W. Watson
    - Supervisors should make ensuring employee safety and a safe work environment their job
- As a whole the town is doing a good job – there are fewer claims being submitted

Department Reports (safety issues and concerns):

D. Melillo: No report

I. Bailey:

- Power strips should not be plugged into another power strip
- Eliminate clutter

M. Neff:

- Noted there is a first report of injury missing from the November report

T. Hajek: No report

W. Watkins:

- A chain link fence has been installed at the town dump
- Getting little things fixed as they are found

A. Finelli:

- There is no employee currently out on worker compensation

R. Potter:

- Outside facilities are closed
- The playgrounds will be inspected – CIRMA has playground inspectors should we need their help

- Starting Tuesday, December 10<sup>th</sup>, Park and Recreation will be using the Pierson School gym for basketball
- Signage will be posted at the athletic fields noting portable propane heaters will not be allowed on the field or bleachers
- The IRRRC traffic pattern is working, though educating the public of the new pattern is ongoing

V. DeMaio:

- If there are areas needing a revamping of their traffic pattern, notify him so the necessary signage and/or traffic pattern can be instituted or installed

M. Petrone:

- If and/or when OSHA announces they will be visiting a facility, HD Segur can provide assistance to the town agency
- Safety policies, such as bloodborne pathogens, need to be on file
- HD Segur (Trident), as well as CIRMA, have an extensive on-line videos, those to include but not limited to Sexual Harassment
  - Or M. Petrone can go the department and make a presentation/ training

G. Carrion:

- Trains his employees how to lift safely during the summer months
- He also has sexual harassment training for his employees
- Notify him if you see any school lights out

Any town/ Board of Education employee working near or in the road, needs to wear reflective gear

Training – Understanding the Basics of Cyber Risk:

J. Barbera made a training presentation on Cyber Risks to include, but limited to:

- Discussed some scams
- Links not to click on – anything with an onion (onion, torstorm, tor2web) (Gustuff)
  - People need to diligent on what not to click, stop and think before you click on a computer link
- Towns are soft targets as there is a lot of data on line
- Breaches were discussed
- Explained how ransomware gets into computers and the use of bitcoin to pay the ransom
- Discussed extortion
- To unsubscribe, use “file” and “block sender” rather than clicking the unsubscribe link
- Hover with the mouse to see who the email is from prior to opening
- Discussed some of the worst passwords and how to store your passwords
- I. Bailey will send out an email to all employees about cyber risks
- M. Petrone reported that the town has cyber security insurance through Trident, but any cyber-crime needs to be reported immediately

Old Business: None

New Business: None

The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

Wendy McDermott  
Clerk