



Matthew Reed
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TOWN OF ELLINGTON

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SAFETY AND HEALTH COMMITTEE

Quarterly Meeting Agenda

Thursday, October 8, 2026

10:00 a.m.

Nicholas J. DiCorleto Jr. Meeting Hall

1. Call to Order / Approval of Minutes

Approval of minutes from the previous quarterly meeting.

2. Accident, Injury & Incident Review

Review employee injuries, workers' compensation claims, vehicle accidents, near-misses, and property-damage incidents since the last meeting. Identify recurring causes or trends while avoiding unnecessary disclosure of confidential medical information.

3. Workplace Safety Concerns / Near-Miss Reports

Department reports concerning unsafe conditions, employee safety concerns, near misses, or recurring hazards. Review status of previously reported concerns.

4. Safety Inspections & Corrective Actions

Review recent inspections of municipal buildings, garages, parks, public works facilities, emergency-services facilities, and other work locations. Track outstanding corrective actions, responsible department, and anticipated completion date.

5. OSHA / CONN-OSHA Compliance

Discuss any inspections, citations, reporting requirements, recordkeeping issues, or regulatory changes affecting municipal operations. Review OSHA 300/301 documentation as appropriate.

6. Employee Safety Training

Review completed and upcoming training, including bloodborne pathogens, hazard communication/SDS, PPE, lockout/tagout, confined spaces, defensive driving, equipment operation, workplace violence, ergonomics, and first aid/AED/CPR as applicable.

7. Municipal Vehicle & Equipment Safety

Review accidents, preventable incidents, vehicle inspections, equipment maintenance, backing incidents, driver concerns, and policies regarding municipal vehicle operation.

8. Emergency Preparedness & Facility Safety

Review evacuation procedures, AED/fire extinguisher inspections, emergency contacts, severe-weather procedures, active-threat/workplace-violence preparedness, and coordination with Emergency Management, Police, Fire and EMS.

"A great place to grow."

9. Seasonal / Emerging Safety Issues

Winter driving and snow operations, slips/falls and ice control, cold-weather PPE, heating equipment, holiday/public-event safety, and daylight-related visibility concerns.

10. Department Safety Updates

Brief reports from Public Works, Parks & Recreation, Police, Fire/EMS, Human Services, Town Hall/administration, and other represented departments.

11. Policies & Procedures

Review proposed or recently revised health and safety policies and determine whether existing policies require updates.

12. Open Corrective-Action Log

Review each outstanding safety item: issue, responsible department/person, corrective action, target date, and current status. Close completed items.

13. New Business / Employee Safety Suggestions

Allow committee members to raise new hazards, equipment needs, training needs, or employee suggestions.

14. Actions Before Next Quarterly Meeting

15. Meeting Schedule-2027

January 14; April 8; July 8; October 14

15. Next Meeting / Adjournment