



Matthew Reed
Town Administrator
Chairman

TOWN OF ELLINGTON

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SAFETY AND HEALTH COMMITTEE MEETING

Minutes

Thursday, October 8, 2026

Nicholas J. DiCorleto Jr. Meeting Hall

Employees in Attendance: Matthew Reed, Rebecca Einsiedel, Lori Caron, Margaret Schmidt, Casey Lombardi, Karen Picard, James York, Mary Bartley, Kristen Harp, Rebecca Stack, Sheila Grady, Ashley Dabbandonza, Chief Cole Prato, and Sergeant Tim Merrill (arrived at 10:06 AM)

1. Call to Order / Approval of Minutes

Chairman Mr. Reed called the meeting to order at 9:57 a.m. He stated that safety and health committee meetings are required by state statute for employers with more than 25 employees and are a responsible practice for employers. The Department of Public Works also holds safety meetings throughout the year. Mr. Reed stated that committee membership will be reviewed and updated in consultation with department heads to ensure representation in each building. He will communicate the updated membership when available.

MOVED (BARTLEY), SECONDED (HARP) AND PASSED UNANIMOUSLY TO APPROVE THE JULY 9, 2026 SAFETY AND HEALTH COMMITTEE MEETING MINUTES.

2. Accident, Injury & Incident Review

The committee discussed employee injuries, workers' compensation claims, vehicle accidents, near misses, and property-damage incidents since the previous meeting. Human Resources reported 13 incidents and have paid approximately \$127,000.00 in payments. Mr. Reed encouraged employees to report workplace injuries and file claims as appropriate. This year CIRMA has paid out a total of \$5,400.00 and \$234,000.00 in workman's compensation. Mr. Reed reminded employees, if you see something say something.

3. Workplace Safety Concerns / Near-Miss Reports

Department representatives were encouraged to report any unsafe conditions, employee safety concerns, near misses, and recurring hazards. The committee discussed the need for additional office panic buttons. Mr. Reed reported that a desktop panic button application and wireless buttons are being researched. Ms. Grady from the Senior Center reported a second recent road-rage incident involving a Senior Center van driver. Sergeant Merrill offered to coordinate in person training and communicate the information to Town employees.

4. Safety Inspections & Corrective Actions

Mr. Reed reported the Department of Public Works staff had completed recent inspections of municipal buildings, garages, parks, public works facilities, emergency-services facilities, and other locations. Employees were reminded to report safety issues to the Department of Public Works.

"A great place to grow."

5. OSHA / CONN-OSHA Compliance

Human Resources Director Lori Caron reported that injury logs are maintained and available for review. She receives injury reports from department heads and the logs are updated every February.

6. Employee Safety Training

Fire extinguisher training was discussed as an upcoming addition for staff. Chief Prato offered to provide the Fire Department's training extinguisher prop. Mr. Reed recommended completing or starting this training prior to the next quarterly meeting.

7. Municipal Vehicle & Equipment Safety

Mr. Reed recommended that each Town vehicle carry a safety kit and a first aid kit. Animal Control currently carries a first aid kit. Standardizing vehicle safety equipment will be added for follow-up. Ms. Grady asked about CPR and first aid certification and recertification. Mr. Reed will contact Mr. Webb, Director of Emergency Medical Services, to arrange employee training.

8. Emergency Preparedness & Facility Safety

Mr. Reed reported that the Town participates in the State Emergency Preparedness Plan every two years and recently completed this process with John Streiber, the Town's Deputy Emergency Management Director and Department Heads. Safety plans include AED use and evacuation routes for offices and buildings. The plans will be distributed through ADP for employee review and acknowledgement.

9. Seasonal / Emerging Safety Issues

Mr. Reed reminded employees about winter driving, snow safety and ice control to help prevent slips and falls. He also reminded employees to plug personal desk heaters directly into wall outlets rather than power strips. Mr. York stated that only approved heaters should be used and that they should not be connected to extension cords. Mr. Lombardi was asked to review the process for monitoring heaters and reminding employees to turn them off at the end of the workday. Chief Prato stated that the Fire Department anticipates increased use of alternative heating sources due to the high cost of heating oil, which may create carbon monoxide and fire hazards. Mr. Reed asked Human Services and Senior Center staff to work with the fire departments to communicate these concerns to residents. Fuel assistance deliveries begin November 1.

10. Department Safety Updates

No additional department safety updates were reported.

11. Policies & Procedures

No proposed or recently revised policies or procedures were discussed.

12. Open Corrective-Action Log

No additional hazards were identified under this item. Mr. Reed requested that safety concerns and their resolutions be documented in a corrective-action log.

13. New Business / Employee Safety Suggestions

No additional safety items or suggestions were raised.

14. Actions Before Next Quarterly Meeting

The following items were identified for follow-up before the next quarterly meeting: review CPR training and recertification records; coordinate CPR and first aid training with Emergency Medical Services; communicate carbon monoxide and alternative-heating safety information to residents; arrange fire extinguisher training and

road-rage training; continue researching panic buttons and the desktop application and address related training; and follow up on standardized Town vehicle safety equipment.

15. Meeting Schedule-2027

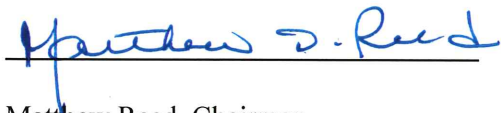
The committee established the following meeting dates for 2027: January 14, April 8, July 8 and October 14. The schedule will be submitted to the Town Clerk's Office for the record.

16. Next Meeting / Adjournment

The next meeting will be held on January 14, 2027.

MOVED (YORK), SECONDED (PRATO) AND PASSED UNANIMOUSLY TO ADJOURN THE SAFETY AND HEALTH COMMITTEE MEETING AT 10:30 A.M.

Respectfully submitted,

A handwritten signature in blue ink, reading "Matthew D. Reed", is written over a horizontal line.

Matthew Reed, Chairman