



City of Ansonia SAFETY COMMITTEE

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CITY OF ANSONIA, CONNECTICUT
J. St. Jacques

Call to Order ~ The meeting was called to order on January 12, 2016 at 10:00 a.m. in Aldermanic Chambers at Ansonia City Hall, 253 Main Street.

Roll Call ~ Roll call of committee members was taken. In attendance were: Chairman, Kevin Cegelka, Wayne Williams, Jennifer Lester, Richard Bshara, Michael Eheman, Judd B. B. Debra Zotti, Dawn Warner, Darlene Zawisza, Brian Capozzi and Edith Morales. Absent were: Tom Brockett, Robert Evans, Carol Merlone, James Gaskins, Eileen Ehman, Fran Perrotti, Kevin Hale, Andrew Cota, James Frolish, Diane Branch, Tammy Blackwell, Scott Trembley, Mary Ann Capone, Patricia Gutmann, Joseph Collins, Jared Heon, Jeffrey Coppola, Rita St. Jacques.

Approval of Minutes ~ As there was a lack of quorum for the November 17, 2015 meeting, there are no minutes to be approved.

Old Business ~ Deb Zotti noted that one half of the Department of Public Works employees successfully completed the OSHA 30 training held in 2015 with PMA Sr. Risk Control Specialist Ernie St. Amant. Jason St. Jacques from WPCA also attended the training. Deb noted that the second half of the DPW employees will need to be scheduled in the near future for OSHA 30. Rich Bshara would like to schedule a training for a "Workman's Comp 101" as there are many new employees and this would be beneficial to them. Debra Zotti and Dawn Warner suggested having a "Lunch and Learn" with management level to begin with to go over many new changes, such as the online capability.

New Business ~ Dawn Warner discussed that claims can now be processed online and will generate an instant claim number, which is beneficial to the injured employee. This method is strictly a reporting tool and is a completely secure website. An email confirmation will be sent to the designated party upon completion of entry. The procedure was briefly discussed should anyone desire to start the online method, which is recommended and preferred. Information should be specific to assist the adjuster with the process. Phone numbers are a very important part of the process as well to assist adjusters in contacting the injured employee. It is important to have injuries reported in a timely matter. Employees should be aware of the network of doctors that are specifically designated for workman's comp matters. This network should not be confused with the network of doctors that may be part of the employee's insurance plan. It could be beneficial for this information to be posted in common areas for the employees. Also available is a pocket guide to Workman's Comp. Communication is key with the PMA staff when an employee is out on compensation or being treated. All information is confidential and even the smallest detail should be reported as it could make a difference, as every case is different. Employees are also eligible to receive mileage reimbursement for traveling to physicians. This information would be supplied directly from the employee to the PMA adjuster.

A discussion was held regarding the amount of individuals in various departments the email went to for the announcement of this meeting and the fact that only those listed above attended. These meetings are mandated by the State, and are a key aspect in the workplace, as well as audited by

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Workman's Comp. They will want to see the medical care plans and minutes. The City could ultimately be penalized and lose their self-insured status if not in compliance with these meetings. There should be a 50/50 mix of individuals from various departments. Management, labor and union stewards are generally a good mix from departments. Unions must understand that the meeting is not union related, but to assure the safety measures are in place for all employees. Additionally, a roster and minutes should be posted and filed with the City Clerk. It was suggested to add to the meeting invites: Mayor David Cassetti, Corporation Counsel John Marini and Economic Development Director Sheila O'Malley.

Debra Zotti noted the OSHA Log Summary Sheet 300A must be posted from February 1, 2016 through April 30, 2016, (Calendar year report) even if there are no injuries reported. Each department, i.e.: Police, City Hall, DPW, Board of Education, would post their individual logs. Important note: if the individual is admitted for hospitalization, it must be reported to PMA immediately. The fax number for first reporting is 1-800-432-9762.

Incident trending ~ Debra Zotti reviewed the medical and lost time claims by the various department thus far.

Meeting Schedule ~ The meeting schedule for 2016 was set for March 8, 2016, June 14, 2016 and September 13, 2016 for 10:00 a.m. in Aldermanic Chambers.

Adjournment ~ Meeting adjourned 10:55.

Respectfully submitted,

Darlene L. Zawisza

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