

TOWN OF ROCKY HILL SAFETY COMMITTEE

2026 GOVERNING DOCUMENTS

Governing documents include the Statement of Management Commitment, Safety Committee Policy Statement, and Bylaws, pursuant to C.G.S. § 31-40v.

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STATEMENT OF MANAGEMENT COMMITMENT

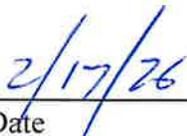
The Town of Rocky Hill is committed to maintaining a safe and healthy workplace environment for all employees. It is the intent of this municipality to comply with all local, state, and federal regulations governing workplace safety and to develop a safety program that conforms to the best management practices available to minimize hazards and reduce the likelihood of employee injury.

The Town of Rocky Hill understands that to have an effective safety program, safety must be integrated into the daily activities of every employee. Safety is the responsibility of every employee and it is the practice of this municipality to hold all employees accountable for workplace behaviors that affect their own personal safety and health as well as the safety of co-workers.

To achieve this goal, the Town of Rocky Hill has made a commitment to identifying and implementing best practices relative to a municipal risk management program. Full management support will be given to the Town of Rocky Hill Safety Committee and its efforts to ensure a safe and healthy workplace environment.



Ray Carpentino
Town Manager



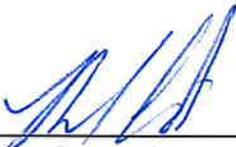
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SAFETY COMMITMENT POLICY STATEMENT

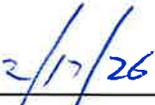
The Town of Rocky Hill recognizes its responsibilities to manage public funds in a responsible manner, which includes identifying, addressing, and appropriately managing any risks that may affect the safety and well-being of its employees and residents, its financial stability, and its ability to achieve its mission of providing services to residents.

The Town of Rocky Hill further recognizes that, as a public entity providing a wide range of services, it engages in operations that may carry significant risk, and that are also subject to disruption. Although risks are unavoidable, the Town of Rocky Hill considers no loss or interruption of services to be acceptable.

Therefore, the Town of Rocky Hill Safety Committee is established to identify, and, if necessary, facilitate processes that address the risks that may arise from, or affect, the Town of Rocky Hill's operations and activities on behalf of its residents. All operations in the Town of Rocky Hill are required to cooperate with the Town of Rocky Hill Safety Committee in this effort.



Ray Carpentino
Town Manager



Date

BYLAWS

I. Statutory Basis for Safety Committee

C.G.S. § 31-40v requires each employer with twenty-five (25) or more workers, including municipalities and local public agencies, to establish and administer safety and health committees. The purpose of this legislation is to bring employers and employees together in a cooperative and effective effort to promote safety and health in the workplace.

II. Goal

The goal of the Town of Rocky Hill's Safety Committee is to eliminate workplace injuries and illnesses by involving employees and management in collaboratively identifying hazards and developing methods of how to prevent them.

III. Objectives

1. Demonstrate the importance of safety and health in the workplace.
2. Identify safety and health hazards, facilitate and implement corrective actions or resolutions, and submit to the Risk Manager and Town Manager Quarterly Reports to document the same. Review all safety-related incidents, injuries, accidents, illnesses, and deaths in order to determine root causes and suggest corrective action, if determined. Conduct workplace inspections and walk-through assessments to identify hazards, and recommend methods for eliminating or controlling the hazards.
3. Establish training programs for identification and reduction of hazards in the workplace, and monitor compliance with training mandates in conjunction with the Risk Manager.
4. As assigned by the Town Manager and Risk Manager, develop return-to-work programs (i.e. light-duty).
5. Conduct quarterly meetings to maintain up-to-date awareness of safety and health issues and produce Quarterly Reports of the same, and, when necessary, facilitate and/or implement corrective actions or resolutions that address safety and health issues.

IV. Representatives

The Safety Committee will strive to have representation from each Town building/department. If a Representative is unable to attend a Safety Committee meeting, the representative will be asked to name an alternate to be present at that meeting. Representative shall be responsible for preparing and presenting Quarterly Reports, participating in walk-through assessments, facilitating and/or implementing corrections or resolutions of safety and health hazards, and engaging in activities that further the goals and objectives of the Safety Committee.

V. Chair and Vice-Chair

The Safety Committee will have two (2) officers: Chair and Vice-Chair; each will be asked to serve a (2) two-year term.

In consultation with the Risk Manager, the Chair shall:

- Develop written agendas for meetings, schedule and conduct Safety Committee meetings;
- Supervise preparation and distribution of meeting minutes; and
- Review Quarterly Reports, presentations, and other materials in preparation for Committee meetings.

In the absence of the Chair, the Vice Chair shall assume the duties of the Chair and perform other duties as assigned.

VI. Training

In addition to promoting training that is identified as being helpful for the Town of Rocky Hill employees, the Safety Committee, as a group, will also strive to receive risk management and safety training on a regular and ongoing basis.

VII. Meetings, Agenda, Minutes

It will be the Safety Committee's goal to hold four (4) meetings annually and the committee will strive to keep its meetings held on a quarterly basis for scheduling purposes. Any Representative unable to attend a meeting will be asked to name an alternate and inform the Chair before the meeting that the alternate will attend.

Agenda. An agenda will be created by the Chair and Vice Chair in consultation with the Risk manager for the purpose of conducting the Safety Committee meeting.

Minutes. Minutes will be recorded at each Safety Committee meeting and subsequently distributed to each designated Safety Committee member, as well as the Risk Manager and Town Manager.

VIII. Employee Involvement

The Safety Committee will encourage employees to identify and report safety and health hazards in the workplace. Concerns raised by employees that are presented to the Safety Committee in writing will be reviewed at the next regularly scheduled committee meeting or as soon as it is possible to fit the item on the agenda.

IX. Workplace Incident and Accident Investigations and Inspections

On a regular basis, the Safety Committee will review Quarterly Reports of safety or health-related incidents during its regularly scheduled meetings. Safety related incidents include work-related near misses, injuries, illnesses, and deaths.

The Safety Committee will strive to conduct on-site walk-through assessments of the Town of Rocky Hill facilities and work sites for the purposes of identifying potential hazards, confirming the correction or resolution of formerly-reported hazards, or for assessing compliance with safety and health regulations and best practice standards.

When necessary, the Safety Committee will prepare a Written Report of Safety or Health Hazard for the Town Manager and Risk Manager to document the location of safety or health recommendations designed to correct or resolve the safety or health hazard, along with the names of Safety Committee members who will assist in correcting or resolving the safety or health hazard.